



# SAP User Manual for Accounts Payable

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

### Business Process Manual for Accounts Payable Transactions

Submitted by:

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# 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.

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## Document History:

Authors & Participants	
Role	Name

Revision History			
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06.08.2020	1.1	Check void process and Check Cancellation Process included in content number 13 and 14.	Anand N

Reviewed and Approved By			
Name	Title	Date	Approved



# SAP User Manual for Accounts Payable

<i>Abbreviation</i>	<i>Description</i>
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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### 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

# SAP User Manual for Accounts Payable

## 1. Vendor Invoice:

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

**FB60** - Invoice

**F-43** - Invoice-General

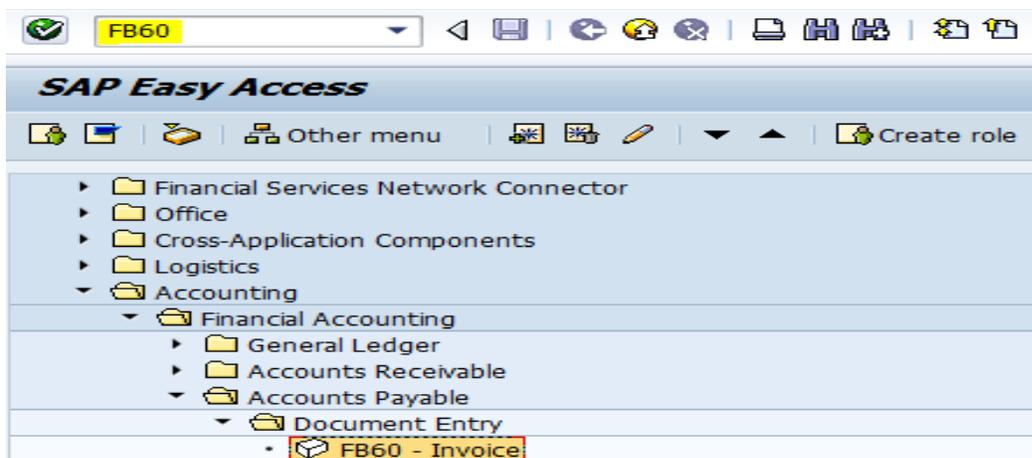
### Difference between FB60 and F-43:

**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

# SAP User Manual for Accounts Payable

- 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

Transactn: R Invoice, Bal.: 0,00

Vendor: 400011, Sp.G/LI: , Reference: DEPT/INV/2019

Invoice date: 24.03.2020, Posting Date: 24.03.2020

Amount: 10.000,00 INR

Bus.Place/Sectn: 1200 / 1200

Text: Vendor Invoice

Stat	G/L acct	Short Text	D/C	Amount in doc.curr.	Busin	Partn	Cost center	Order	Fin.	S
✓	41400000	Hire of vehicle	S Deb..	10.000,00			12050701			

Step 3: Click on “Withholding Tax” tab to confirm TDS.

# SAP User Manual for Accounts Payable

## Enter Vendor Invoice: Company Code 1200

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

Transactn: R Invoice | Bal.: 0,00

Vendor: KUBS IMPEX PRIVATE LIMITED  
2C JAMALS FAZAL CHAMBERS 2ND ...  
600006 Ahmedabad  
9940600954

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	<input checked="" type="checkbox"/>				
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

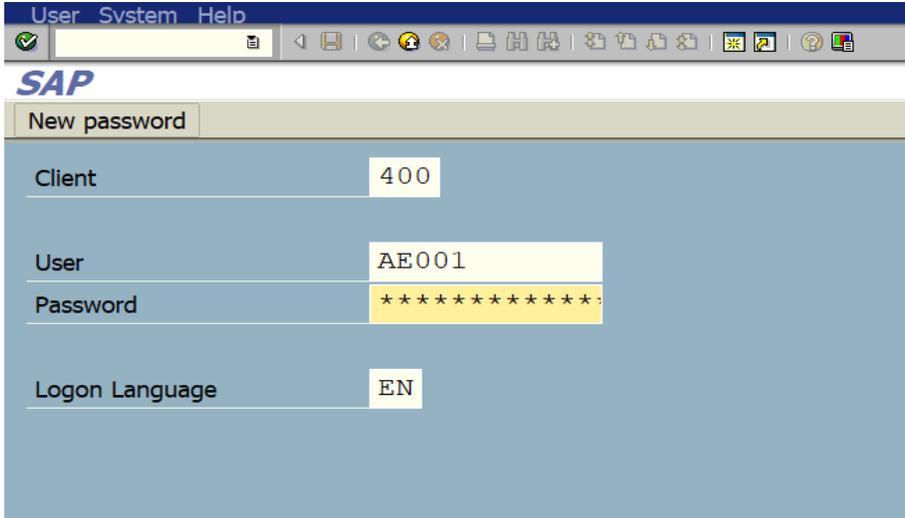
To park the document, click on “ Complete Button”, the system will give the information message as below:

Document 2200000090 1200 was parked

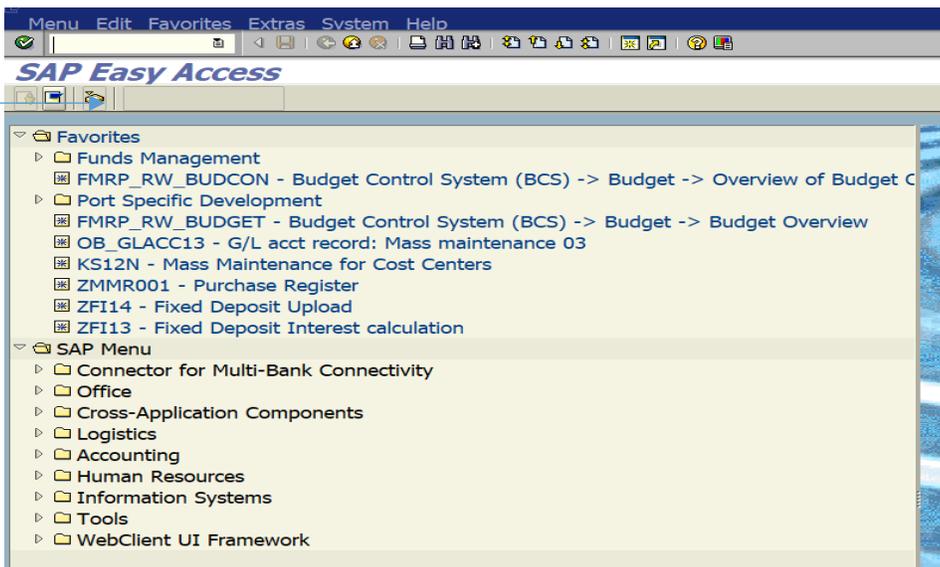


# SAP User Manual for Accounts Payable

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



**Step 7:** Click on “” SAP Business Workspace Button.





# SAP User Manual for Accounts Payable

**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.

## Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 39
  - Documents 86
  - Workflow 618**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 618

Exec	Title	Status	Work Item ID	Creation Date	Creation TI	P	Atta
	Please approve the Parked Invoice 2200000090, Year 2019		426151	24.03.2020	14:30:57	5	

Tips & tricks: Group work items according to content type..

Please approve the Parked Invoice 2200000090, Year 2019

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist



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**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.



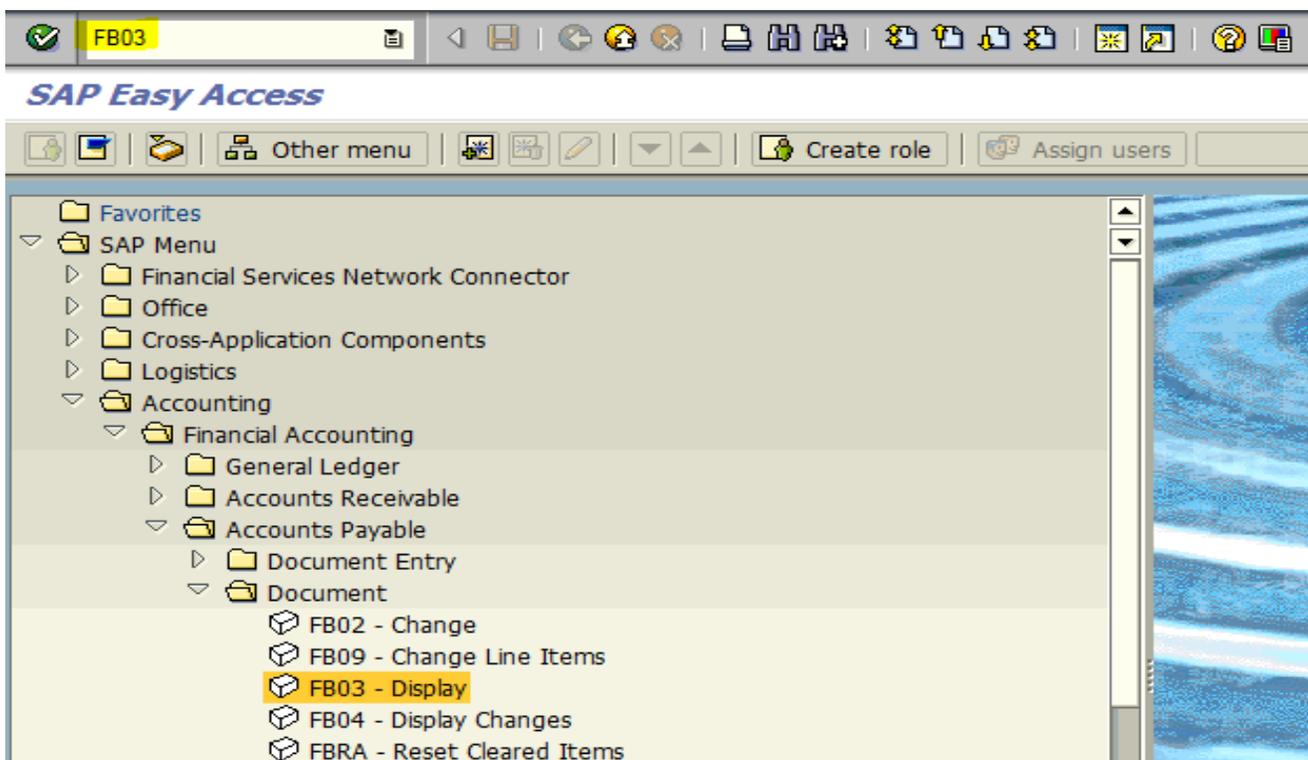
# SAP User Manual for Accounts Payable

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	<input type="checkbox"/>	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			<b>980,00-</b>	<b>INR</b>			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012			<b>20,00-</b>	<b>INR</b>			
1200	3	40		23500000	CGST- Input Credit		23,81	INR	V1		
				23500000			<b>23,81</b>	<b>INR</b>			
1200	4	40		23500001	SGST- Input Credit		23,81	INR	V1		
				23500001			<b>23,81</b>	<b>INR</b>			
1200	2	40		41400000	Hire of vehicle		952,38	INR	V1	12050402	1205
				41400000			<b>952,38</b>	<b>INR</b>			
							<b>0,00</b>	<b>INR</b>			

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

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change

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“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				
<b>General selections</b>				
Document type		to		↔
Posting date	23.09.2019	to		↔
Entry date		to		↔
Reference number		to		↔
Reference Transaction		to		↔
Reference key		to		↔
Logical system		to		↔
<b>Also display noted items</b>				
<input type="checkbox"/> Display noted items				

Step 5: Provide the value as shown above and click on “Execute” button.



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**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:

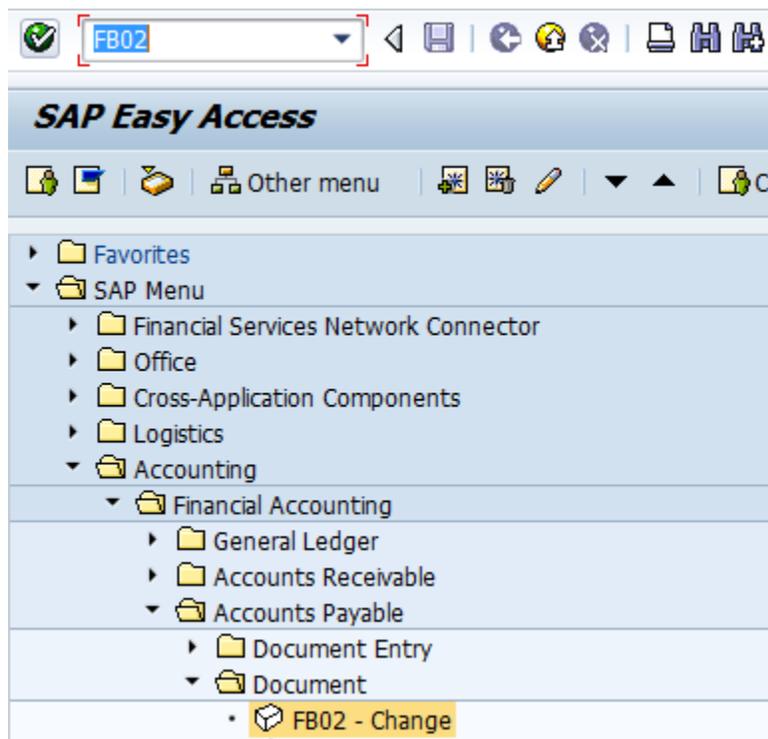
CoCd	Itm	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LI...		980,00-	INR	V1		
				400011			<b>980,00-</b>	<b>INR</b>			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012			<b>20,00-</b>	<b>INR</b>			
1200	3	40		23500000	CGST- Input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

# SAP User Manual for Accounts Payable

## 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**



# SAP User Manual for Accounts Payable

**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

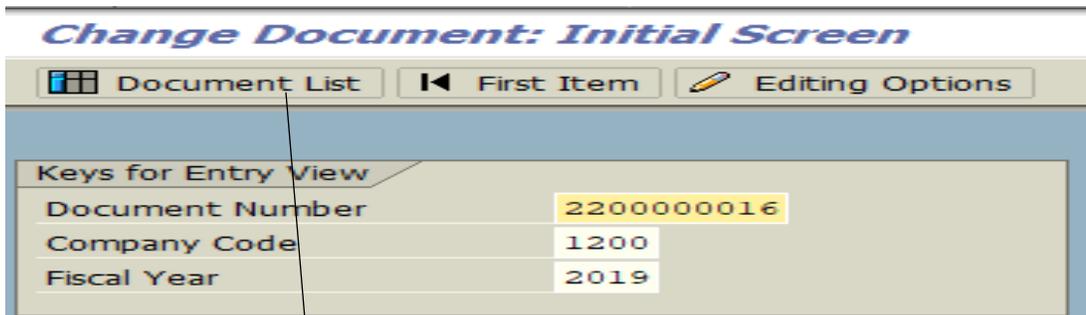
Document Number	2200000016	Company Code	1200	Fiscal Year	2019
Document Date	23.09.2019	Posting Date	23.09.2019	Period	6
Reference	DEPT/INV/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

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			<b>980,00-</b>	<b>INR</b>			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012			<b>20,00-</b>	<b>INR</b>			
1200	3	40		23500000	CGST- Input Credit		23,81	INR	V1		
				23500000			<b>23,81</b>	<b>INR</b>			
1200	4	40		23500001	SGST- Input Credit		23,81	INR	V1		
				23500001			<b>23,81</b>	<b>INR</b>			
1200	2	40		41400000	Hire of vehicle		952,38	INR	V1	12050402	1205
				41400000			<b>952,38</b>	<b>INR</b>			
							<b>0,00</b>	<b>INR</b>			

**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.

# SAP User Manual for Accounts Payable

**Step 5:** Come back to below screen.



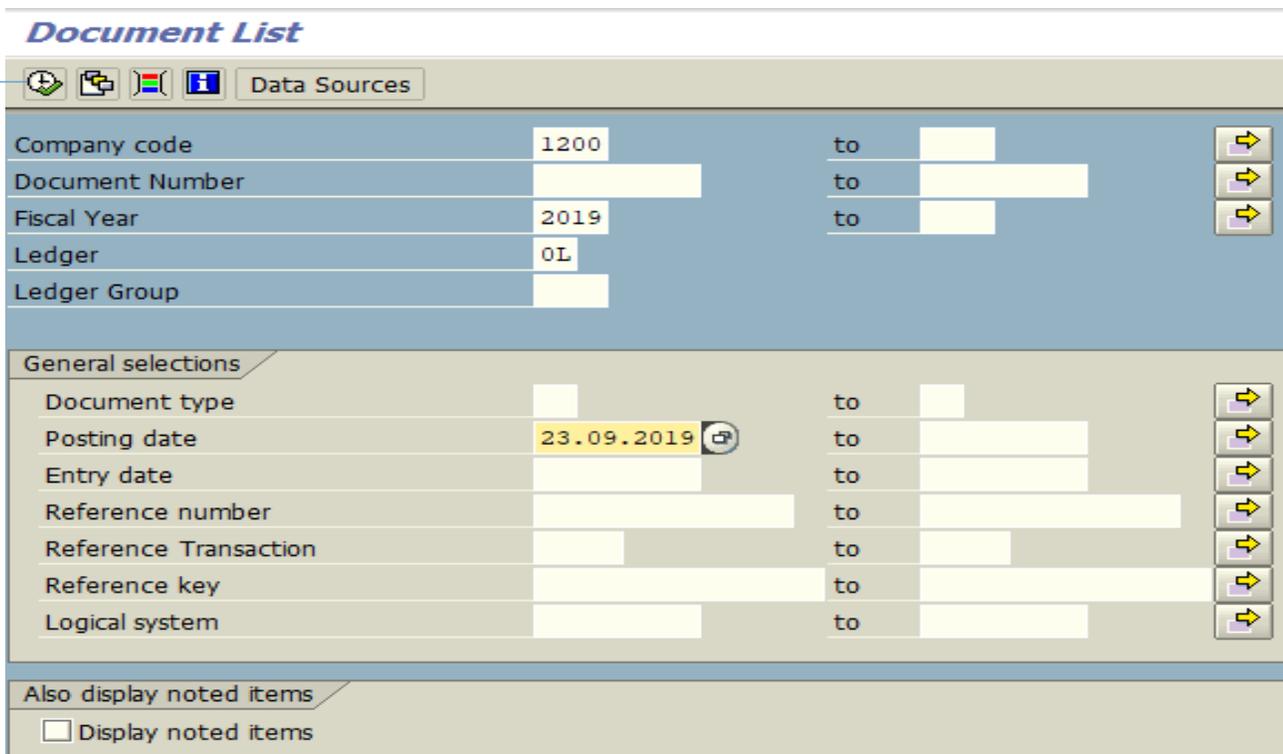
**Change Document: Initial Screen**

Document List | First Item | Editing Options

Keys for Entry View	
Document Number	2200000016
Company Code	1200
Fiscal Year	2019

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

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



**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 7:** Provide the values as shown above and click on “Execute” button.



# SAP User Manual for Accounts Payable

**Document List**

CoCd	DocumentNo	Year	Type	Doc..Date	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.

Document Edit Goto Extras Settings Environment System Help

**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	<input type="checkbox"/>	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			<b>980.00-</b>	<b>INR</b>			
1200	5	50	18150012	TDS - Sec 194C		20.00-	INR			
			18150012			<b>20.00-</b>	<b>INR</b>			
1200	3	40	23500000	CGST- Input Credit		23.81	INR	V1		
			23500000			<b>23.81</b>	<b>INR</b>			
1200	4	40	23500001	SGST- Input Credit		23.81	INR	V1		
			23500001			<b>23.81</b>	<b>INR</b>			
1200	2	40	41400000	Hire of vehicle		952.38	INR	V1	12050402	1205
			41400000			<b>952.38</b>	<b>INR</b>			
						<b>0.00</b>	<b>INR</b>			

**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".



# SAP User Manual for Accounts Payable

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

The screenshot shows the SAP 'Vendor Line Item Display' (FBL1N) interface. It is divided into several sections:

- Vendor selection:** Fields for 'Vendor account' (400011) and 'Company code' (1200), each with a 'to' field and an arrow button.
- Selection using search help:** Fields for 'Search help ID' and 'Search string', with a 'Search help' button.
- Line item selection:**
  - Status:** Radio buttons for 'Open items', 'Cleared items', and 'All items'.
    - Open items:** 'Open at key date' is set to 23.09.2019.
    - Cleared items:** 'Clearing date' and 'Open at key date' are empty, with 'to' fields and arrow buttons.
    - All items:** 'Posting date' is set to 23.09.2019, with a 'to' field and arrow button.
- Type:** A checked checkbox for 'Normal items'.

Provide the value as shown above and click on “Execute” button.



# SAP User Manual for Accounts Payable

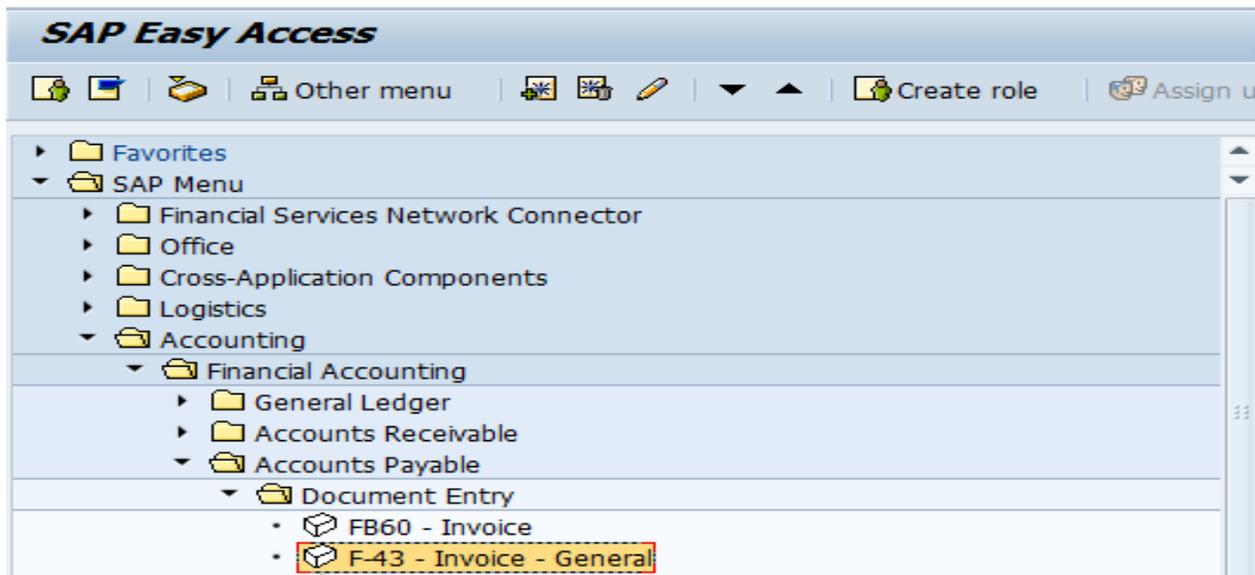
## Vendor Line Item Display

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
		2200000016	KR	23.09.2019			980,00-	INR		VENDOR INVOICE
*							980,00-	INR		
** Account 400011							980,00-	INR		

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

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

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





# SAP User Manual for Accounts Payable

## 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.



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## 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  
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.



# SAP User Manual for Accounts Payable

## 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 \* INR

BusPlace/Sectn 1200 / 1200

Bus. Area  
Payt terms Days/percent / /  
Blinc Date 31.03.2020 Fixed  
CD Base CD Amount  
Invoice Ref. / /

Pmnt block  
Assignment HIRE OF VEHICLE  
Text +

pa+Means the system automatically derive Text from previous line item

Long Texts

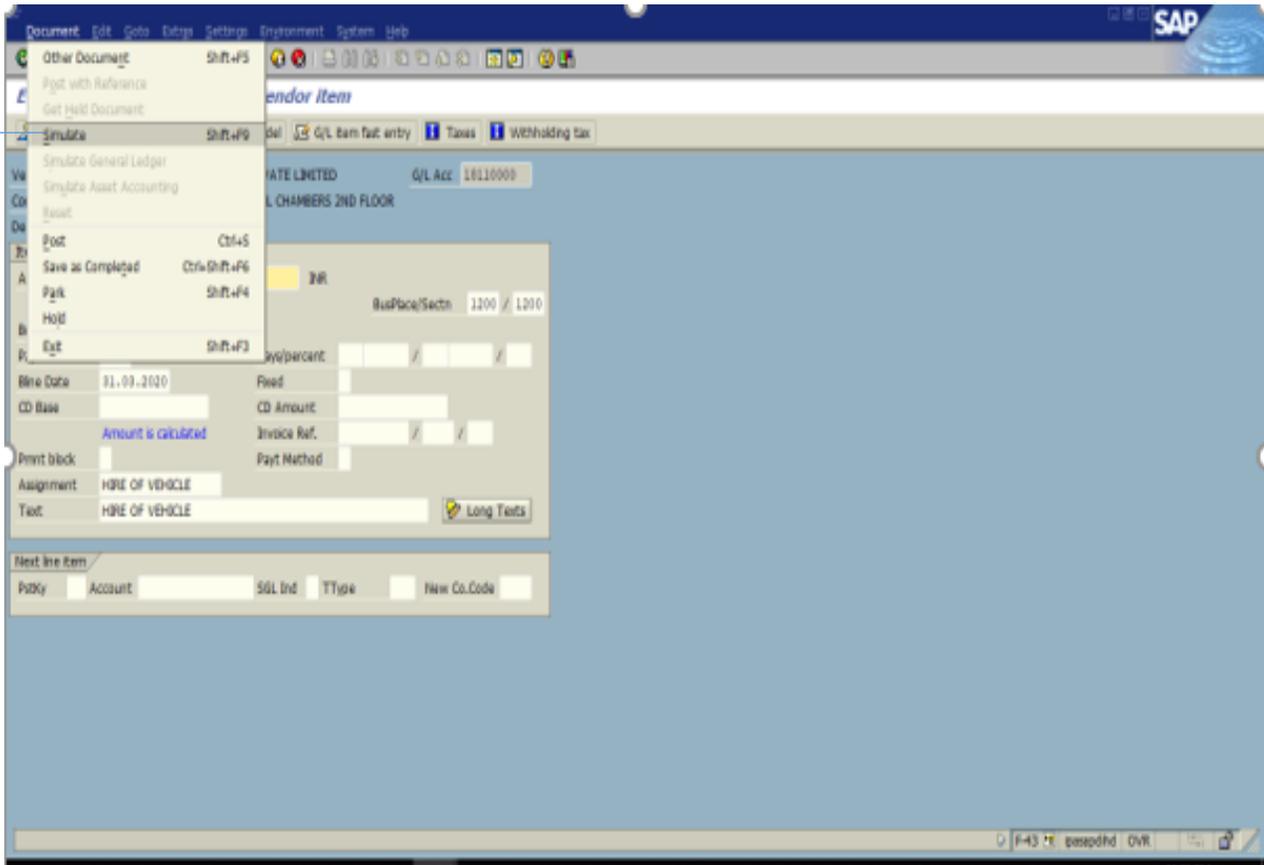
Next line item

PstKy Account SGL Ind TType New Co.Code

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



## SAP User Manual for Accounts Payable



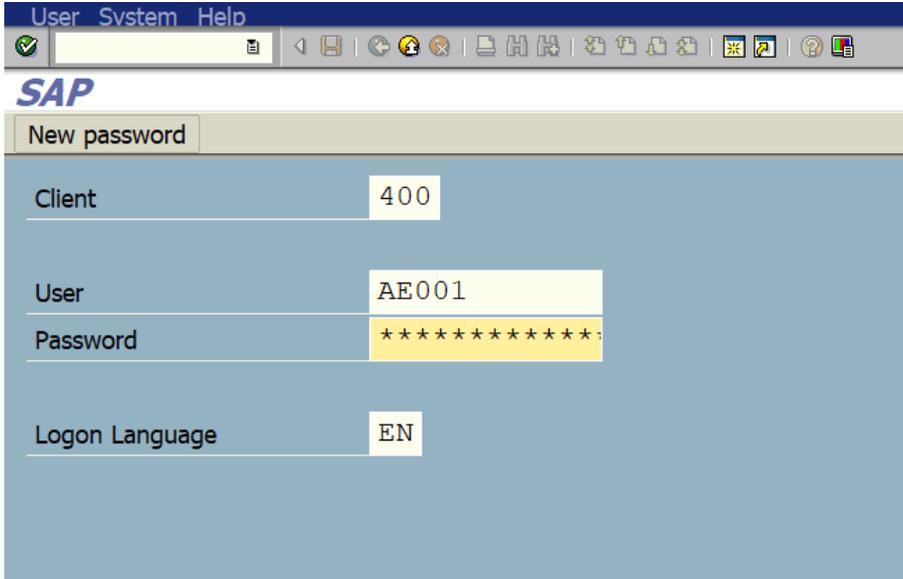
Step 6: Go to menu bar and click on “Document” and click on “Simulate”.



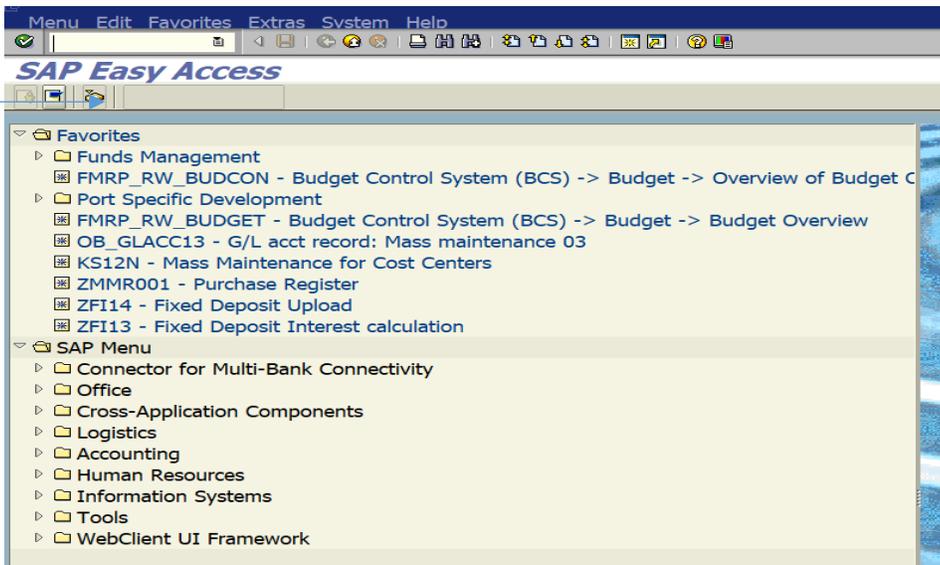


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**Step 8:** To approve the document login as approver in the SAP system.



**Step 9:** Click on “” SAP Business Workspace Button.





# SAP User Manual for Accounts Payable

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

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 43
  - Documents 93
  - Workflow 653**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 653**

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2200000095, Year 2019		428116	01.04.2020	00:58:58	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	
	Please approve the Purchase Order 4502000128		427518	30.03.2020	17:41:15	5	

Tips & tricks: Create Attachm

Please approve the Parked Invoice 2200000095, Year 2019



## SAP User Manual for Accounts Payable

**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:

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change



# SAP User Manual for Accounts Payable

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 2200000094 | Company Code: 1200 | Fiscal Year: 2019  
 Document Date: 31.03.2020 | Posting Date: 31.03.2020 | Period: 12  
 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	40		41400000	Hire of vehicle	952,38	INR	V1	12050402	1205
	2	31		400011	KUBS IMPEX PRIVATE LIMIT...	981,00-	INR	V1		
	3	40	ZIC	23500000	CGST- Input Credit	23,81	INR	V1		
	4	40	ZIS	23500001	SGST- Input Credit	23,81	INR	V1		
	5	50	WIT	18150012	TDS Payable-Salaries	19,00-	INR			

## 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:

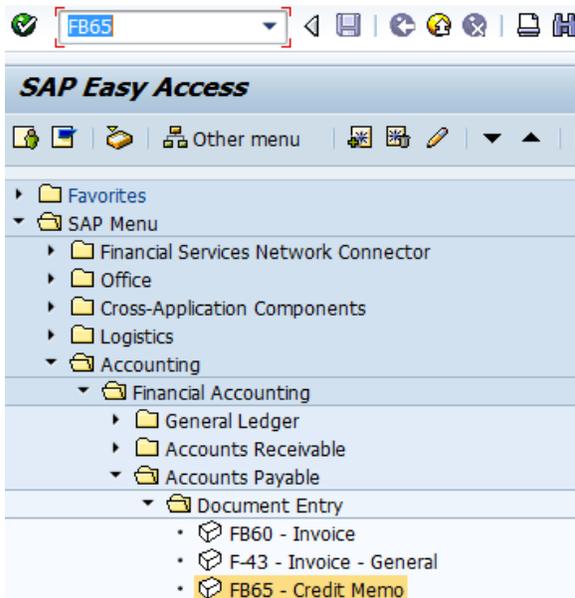
FB65 is single screen transaction – No posting Key Selection required

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



# SAP User Manual for Accounts Payable

## Enter Vendor Credit Memo: Company Code 1200

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

Transactn | Credit memo | Bal. 1.000,00

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

Vendor: 400011 | Sp.G/LI | Document 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 CREDIT MEMO

Vendor Address: Company: KUBS IMPEX PRIVATE LIMITED, 2C JAMALS FAZAL CHAMBERS 2ND ... 600006 Ahmedabad, 9940600954

Bank data: not available

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tradin...	Busi...	Part...	Cost center	Ord...
	41400000		Cred...	1000	1200				12050402	
			Cred...		1200					

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



# SAP User Manual for Accounts Payable

## Enter Vendor Credit Memo: Company Code 1200

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo 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

BaselineDt 31.03.2020 Pyt Terms Days  
Due on 31.03.2020 Days  
CD INR Days net  
CD Base INR To be calculd Fixed  
Payt Meth. Pmnt/block Enter Invoice accounting document number against credit memo  
Inv. Ref. 2200000095 2019 House bank /

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tradin...	Busi...	Part...	Cost center	Ord...
✓	41400000	Hire of vehic...	Cred...	1.000,00	1200				12050402	

Step 4: Click on "Simulate".



# SAP User Manual for Accounts Payable

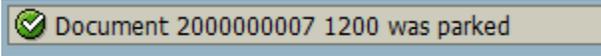
## Document Overview



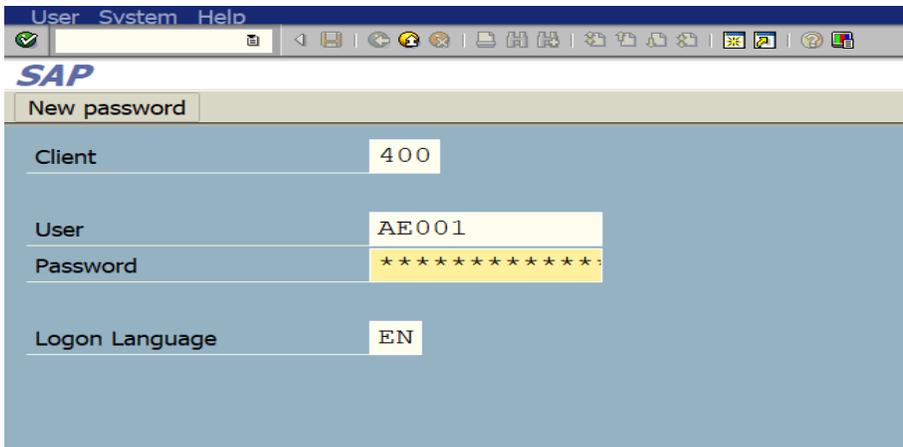
Doc.Type : KG ( Vendor Credit Memo ) Normal document					
Doc. Number	31.03.2020	Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Item	PK	Account	Account Short Text	Assignment	Tx	Amount
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:



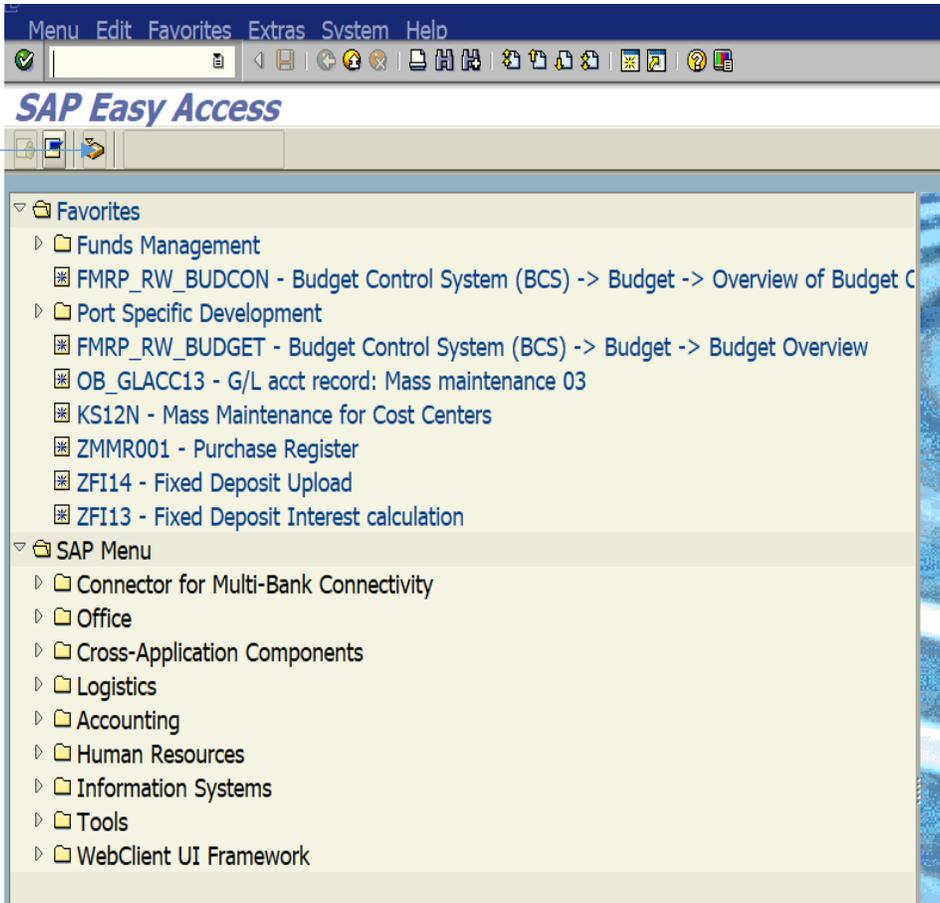
**Step 6:** To approve the document login as approver in the SAP system.





# SAP User Manual for Accounts Payable

**Step 7:** Click on “” SAP Business Workspace Button.





# SAP User Manual for Accounts Payable

**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.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 44
  - Documents 94
  - Workflow 653**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 653**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2000000007, Year 2019		428131	01.04.2020	01:11:26	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	
	Please approve the Purchase Order 4502000128		427518	30.03.2020	17:41:15	5	

Tips & tricks: Deadline Mess...

Please approve the Parked Invoice 2000000007, Year 2019



## SAP User Manual for Accounts Payable

**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.



# SAP User Manual for Accounts Payable

Display of posted document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 2000000007    Company Code: 1200    Fiscal Year: 2019  
 Document Date: 31.03.2020    Posting Date: 31.03.2020    Period: 12  
 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

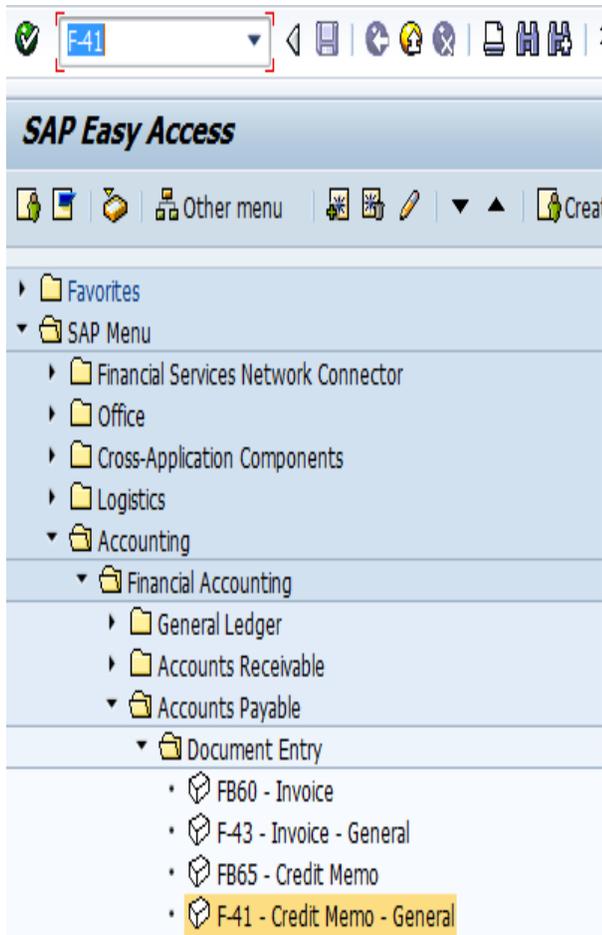
CoCd	Item	Key S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	21		400011	KUBS IMPEX PRIVATE LIMIT...	981.00	INR	V1		
	2	50		41400000	Hire of vehicle	952.38	INR	V1	12050402	1205
	3	50	ZIC	23500000	CGST- Input Credit	23.81	INR	V1		
	4	50	ZIS	23500001	SGST- Input Credit	23.81	INR	V1		
	5	40	WIT	18150012	TDS Payable-Salaries	19.00	INR			

## SAP User Manual for Accounts Payable

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

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

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





# SAP User Manual for Accounts Payable

## 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	L Ind	TType

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



# SAP User Manual for Accounts Payable

**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 <input checked="" type="checkbox"/>
Business place	1200	
Cost Center	12050402	Order
WBS element		
Network		Real estate obj
		Sales Order
		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.



# SAP User Manual for Accounts Payable

**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 / /  
Blind 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”.



# SAP User Manual for Accounts Payable

**Enter Vendor Credit Memo: Display Overview**

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-	VI
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  Account  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.

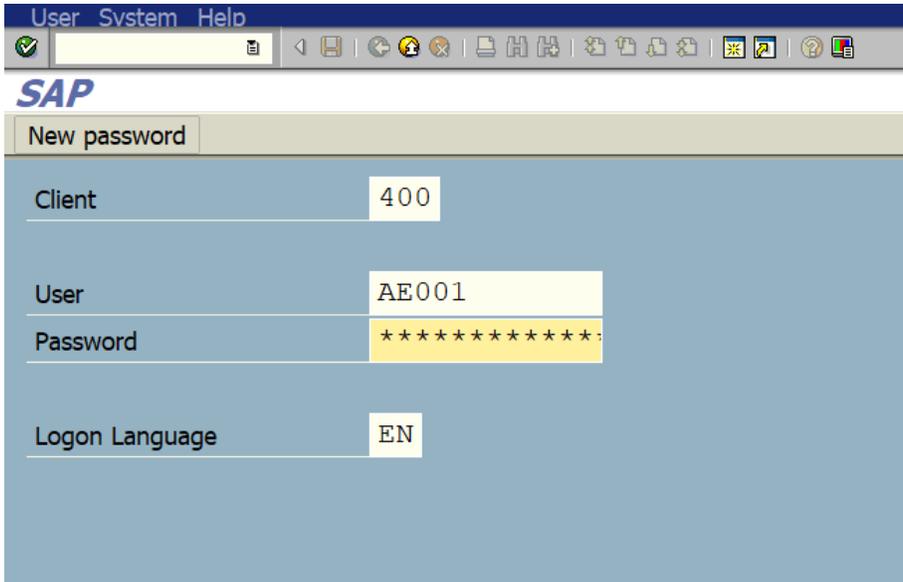
Once the document posted, then system will populate the below message:

Document 2000000008 1200 was parked

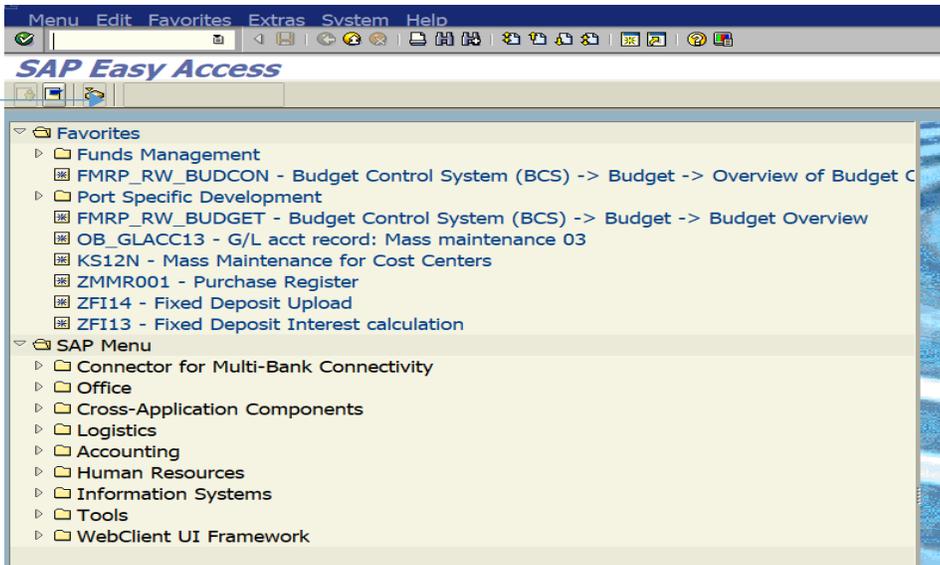


# SAP User Manual for Accounts Payable

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



**Step 7:** Click on “” SAP Business Workspace Button.





# SAP User Manual for Accounts Payable

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

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 45
  - Documents 95
  - Workflow 653**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 653**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	A
	Please approve the Parked Invoice 2000000008, Year 2019		428146	01.04.2020	01:30:17	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	
	Please approve the Purchase Order 4502000128		427518	30.03.2020	17:41:15	5	

Tips & tricks: Group work items according to conten

Please approve the Parked Invoice 2000000008, Year 2019



## SAP User Manual for Accounts Payable

**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.



# SAP User Manual for Accounts Payable

Display of posted Document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 2000000008 | Company Code: 1200 | Fiscal Year: 2019  
 Document Date: 31.03.2020 | Posting Date: 31.03.2020 | Period: 12  
 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

CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	50			41400000	Hire of vehicle	952.38-	INR	V1	12050402	1205
	2	21			400011	KUBS IMPEX PRIVATE LIMIT...	981.00	INR	V1		
	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			

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  to  

Company code  to  

---

**Selection using search help**

Search help ID

Search string

 Search help

---

**Line item selection**

**Status**

Open items  
Open at key date

Cleared items  
Clearing date  to    
Open at key date

All items  
Posting date  to  

---

**Type**

Normal items

Click on "Execute" button.



# SAP User Manual for Accounts Payable

**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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000000008	KG	31.03.2020		<input checked="" type="checkbox"/>	981.00	INR		VENDOR CREDIT MEMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000081	KR	11.01.2020		<input checked="" type="checkbox"/>	14,714.00-	INR		INVOICE WITH GST TAX
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000094	KR	31.03.2020		<input checked="" type="checkbox"/>	981.00-	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HIRE OF VEHICLE	KG	31.03.2020		<input checked="" type="checkbox"/>	981.00	INR		VENDR CREDIT MEMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HIRE OF VEHICLE	KR	31.03.2020		<input checked="" type="checkbox"/>	981.00-	INR		HIRE OF VEHICLE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HIRE OF VEHICLE	KR	31.03.2020		<input checked="" type="checkbox"/>	981.00-	INR		HIRE OF VEHICLE
*	<input checked="" type="checkbox"/>						15,695.00-	INR		

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

### 3. Park Vendor Invoice:

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

**FV60** - Park or Edit Invoice

**F-63** - Invoice Parking – General

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

**FV60** is single screen transaction – No posting Key Selection required

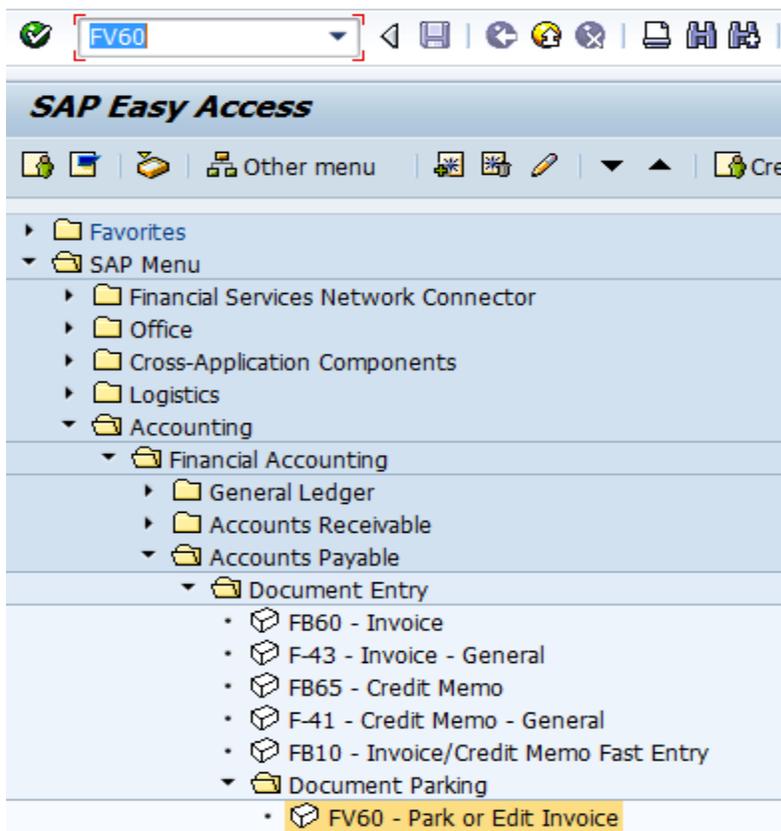
**F-63** is posting key selection required and we have to go each screen for each line entering

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



# SAP User Manual for Accounts Payable

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



# SAP User Manual for Accounts Payable

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

**Park Vendor Invoice: Company Code 1200**

Tree on | Company Code | Simulate | Save as Completed | Post | Editing options

Transactn Invoice Bal. 1.000,00-

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

Vendor: 400011 Sp.G/LI  
Invoice date: 31.03.2020 Reference: DEPT/INV/2020  
Posting Date: 31.03.2020  
Amount: 1.000,00 INR  
Doc. Currency  
Calculate Tax  
V1 (CGST+SGST 5% In...  
Bus.Place/Sectn: 1200 / 1200  
Text: PARK VENDOR INVOICE

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tradin...	Busi...	Part...	Cost center	Ord...
	41400000		Debit	1000	1200				12050402	
			Debit		1200					

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



# SAP User Manual for Accounts Payable

## Document Overview

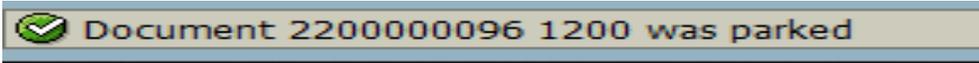


Doc.Type : KR ( Vendor Invoice ) Normal document					
Doc. Number		Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

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 “**Complete**” the document. This will trigger the workflow

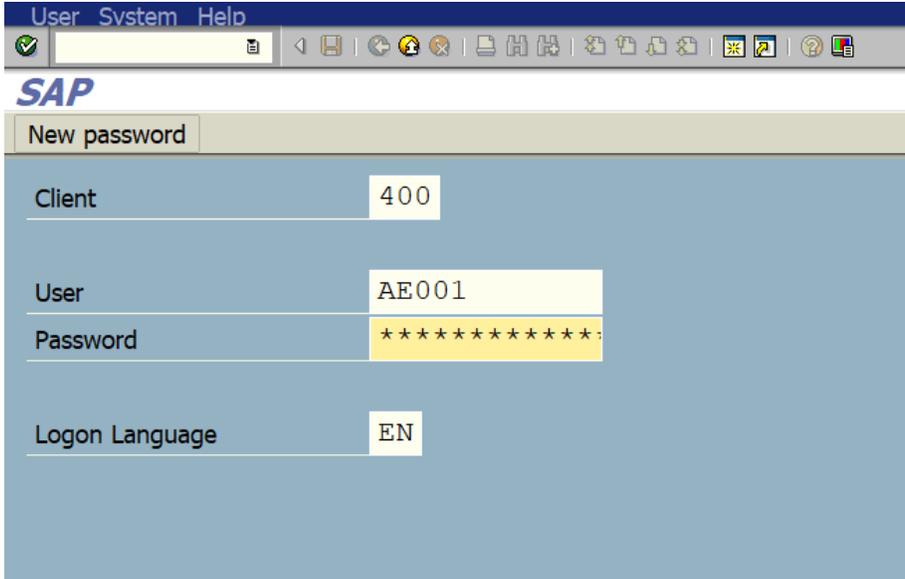
To park the document, click on “ **Complete** Button”, the system will give the information message as below



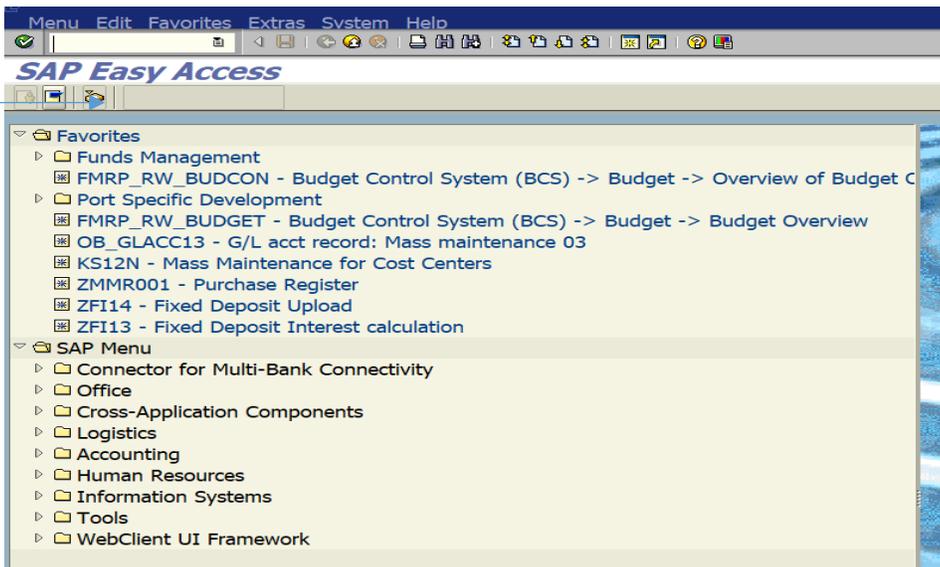


# SAP User Manual for Accounts Payable

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



**Step 6:** Click on “” SAP Business Workspace Button.





# SAP User Manual for Accounts Payable

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

## Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 46
  - Documents 96
  - Workflow 653**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 653

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att
	Please approve the Parked Invoice 2200000096, Year 2019		428161	01.04.2020	01:49:16	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	
	Please approve the Purchase Order 4502000128		427518	30.03.2020	17:41:15	5	

Tips & tricks: Display Other Co

Please approve the Parked Invoice 2200000096, Year 2019



# SAP User Manual for Accounts Payable

**Step 8:** In this step Click on the “ **Approve** ” option to post the parked Invoice “2200000096”.

*Decision Step in Workflow*

Workflow Create Import

Please approve the Parked Invoice 2200000096, Year 2019

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

**Description**

Select one of the available decision options. This completes the processing of this step.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

If you choose Cancel, the user decision remains in your inbox for processing.

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

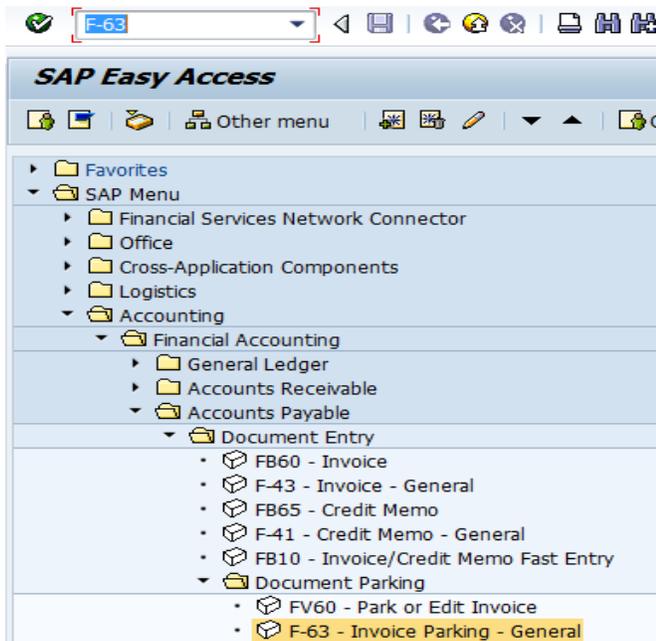


## SAP User Manual for Accounts Payable

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.





# SAP User Manual for Accounts Payable

**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					
<b>Control</b>					
<input checked="" type="checkbox"/> Only Transfer Amts in Document Crcy in Invoice					
<b>First line item</b>					
PstKy	40	Account	41400000	L Ind	TType



# SAP User Manual for Accounts Payable

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

**Park Document: Enter G/L Account Item**

Fast Data Entry Tax More data Acct model Check

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  
Quantity  
Assignment HIRE OF VEHICLE  
Text PARK VENDOR INVOICE Long Texts

Next Line Item  
PostKey 31 Account 400011 L Ind TType New Co.Code

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



# SAP User Manual for Accounts Payable

## 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  
Blinc 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.





## SAP User Manual for Accounts Payables Process

**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  
Pmnt block Invoice Ref.  
Assignment HIRE OF VEHICLE Payt Method  
Text PARK VENDOR INVOICE Long Texts

Next Line Item  
PostKey Account SGL Ind TType New Co.Code

Step 7: Click on "Document Overview".



### SAP User Manual for Accounts Payables Process

**Park Document: Overview**

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						
I	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
				I		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



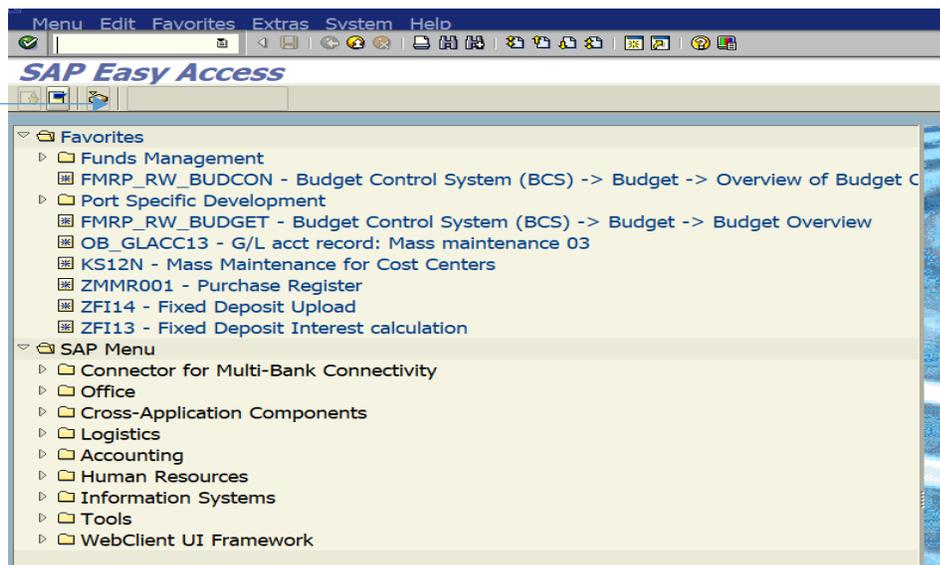
## SAP User Manual for Accounts Payables Process

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

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' tab. The login fields are as follows:

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

**Step 10:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

**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.

### Business Workplace of Assistant Engineer

The screenshot shows the SAP Business Workplace interface for an Assistant Engineer. The left sidebar displays the 'Inbox' folder expanded, showing 'Workflow 653' selected. The main area displays a table of workflow items:

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P	Att
	Please approve the Parked Invoice 2200000097, Year 2019	✓	428176	01.04.2020	02:04:43	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	
	Please approve the Purchase Order 4502000128	✓	427518	30.03.2020	17:41:15	5	

Below the table, there is a 'Tips & tricks' section with the text: 'Group work items according to content'. At the bottom of the screenshot, the text 'Please approve the Parked Invoice 2200000097, Year 2019' is visible.



## SAP User Manual for Accounts Payables Process

**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.



## SAP User Manual for Accounts Payables Process

### 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

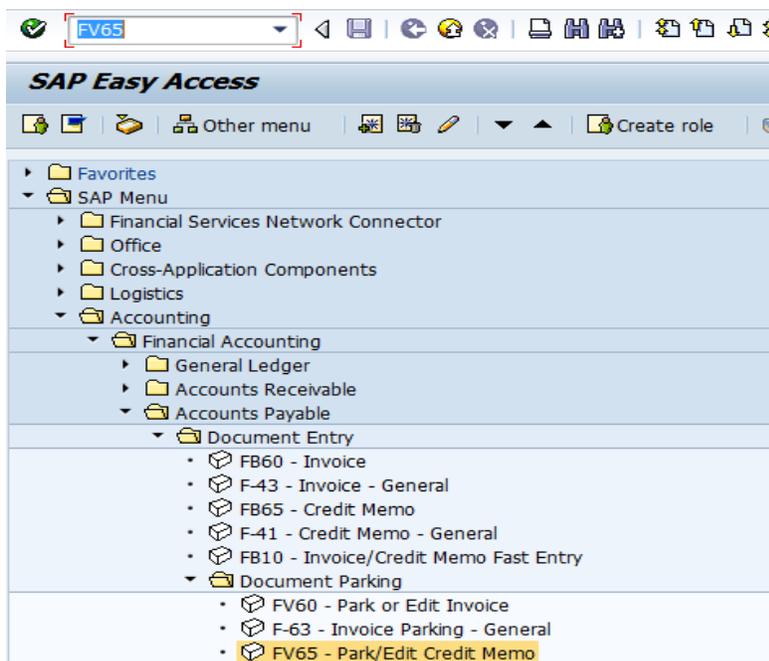
#### Difference between FV65 and F-66:

**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.



## SAP User Manual for Accounts Payables Process

**Park Vendor Credit Memo: Company Code 1200**

Tree on | Company Code | Simulate | Save as Completed | Post | Editing options

Transactn: Credit memo | Bal.: 0,00

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

Vendor: 400011 | Sp.G/LI: | Document date: 04.04.2020 | Reference: DEPT/INV/2020 | Posting Date: 04.04.2020 | Amount: 1.000,00 | INR |  Doc. Currency |  Calculate Tax | V1 (CGST+SGST 5% In... | Bus.Place/Sectn: 1200 / 1200 | Text: vendor credit memo

Vendor Address: Company: KUBS IMPEX PRIVATE LIMITED, 2C JAMALS FAZAL CHAMBERS 2ND ... 600006 Ahmedabad, 9940600954

Bank data: not available | OIs

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Busi...	Part...	Cost center	Order	Fir
<input checked="" type="checkbox"/>	41400000	Hire of vehic..	Cred...	1.000,00			12050402		
<input type="checkbox"/>			Cred...						
<input type="checkbox"/>			Cred...						
<input type="checkbox"/>			Cred...						
<input type="checkbox"/>			Cred...						
<input type="checkbox"/>			Cred...						

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



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP Document Overview interface. At the top, there is a menu bar with options: Document overview, Edit, Goto, Settings, System, Help. Below the menu is a toolbar with various icons. The main area is titled "Document Overview" and contains a sub-toolbar with icons for Reset, Taxes, Complete, and other actions. The document details are as follows:

Doc.Type : KG ( Vendor Credit Memo ) Normal document  
Doc. Number                      Company Code    1200                      Fiscal Year    2020  
Doc. Date    04.04.2020                      Posting Date    04.04.2020                      Period    01  
Calculate Tax      
Ref.Doc.    DEPT/INV/2020  
Doc. Currency    INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	21	400011	KUBS IMPEX PRIVATE L		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

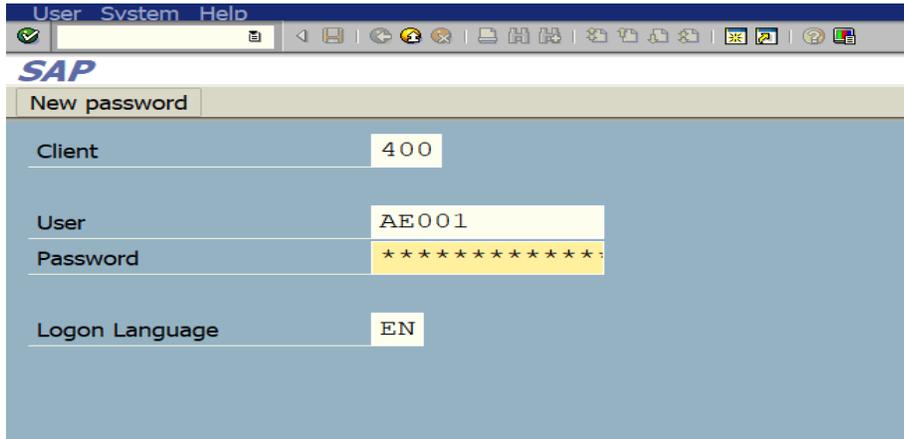
**Step 4:** Check and verify the line items and park the document. To park click on “” to park the document. Once the document is parked, the system will populate the below message. This means the workflow is triggered.

Document 200000001 1200 was parked

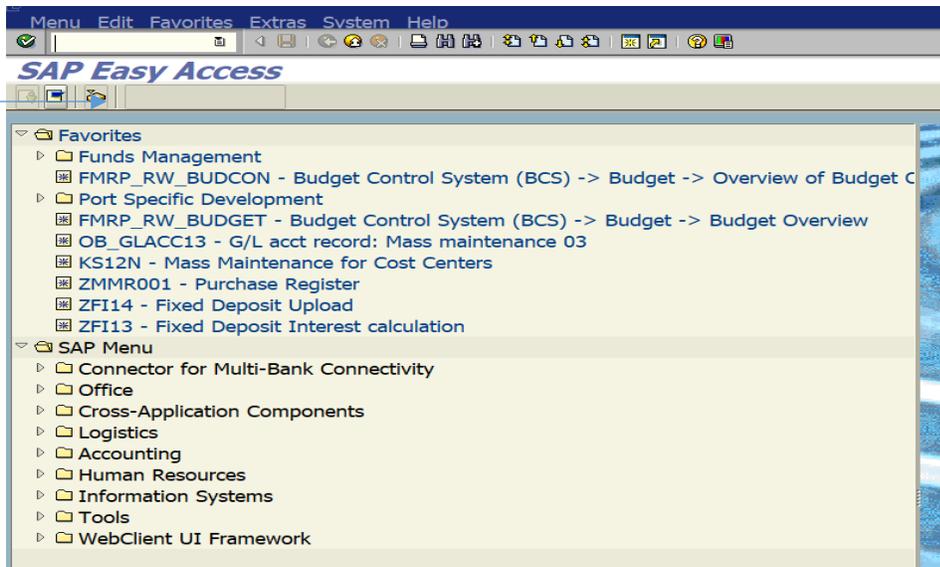


## SAP User Manual for Accounts Payables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

**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.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 71
  - Documents 134
  - Workflow 665**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 665**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2000000001, Year 2020	✓	429287	04.04.2020	13:31:37		5
	Please approve the Purchase Requisition 2002000503	✓	429214	04.04.2020	12:34:20		5
	Please approve the Purchase Requisition 2003000253	✓	429063	03.04.2020	20:10:42		5
	Please approve the Purchase Requisition 2003000253	✓	429060	03.04.2020	20:08:44		5
	Please approve the Purchase Requisition 2002000501	✓	429032	03.04.2020	19:26:11		5
	Please approve the Purchase Requisition 2002000502	✓	429029	03.04.2020	19:22:57		5
	Please approve the Purchase Requisition 2002000502	✓	428995	03.04.2020	18:37:01		5
	Please approve the Purchase Requisition 2002000502	✓	428992	03.04.2020	18:36:32		5
	Please approve the Purchase Requisition 2002000501	✓	428860	03.04.2020	12:51:47		5
	Please approve the Purchase Requisition 2002000405	✓	428588	02.04.2020	15:09:08		5
	Please approve the Purchase Requisition 2002000405	✓	428585	02.04.2020	15:07:38		5
	Please approve the Purchase Requisition 2002000498	✓	428552	02.04.2020	12:35:43		5
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18		5
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35		5

Tips & tricks: Display Other Colu

Please approve the Parked Invoice 2000000001, Year 2020



## SAP User Manual for Accounts Payables Process

**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.	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.



## SAP User Manual for Accounts Payables Process

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

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			

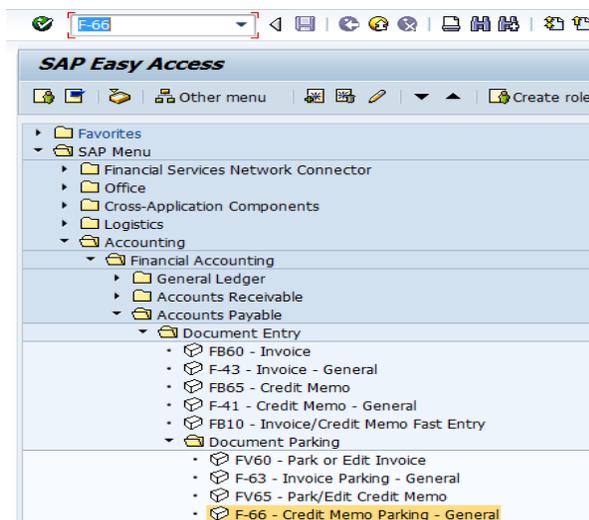


## SAP User Manual for Accounts Payables Process

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.

**Park Document: Document Header**

Fast Data Entry | Acct model

Document Date	04.04.2020	Doc. Type	KG	Company Code	1200
Posting Date	04.04.2020	Period	1	Currency	INR
Document Number		Translation dte			
Reference	DEPT/INV/2020				
Doc.Header Text	park vendor credit memo				
Partner BArea					

Control

Only Transfer Amts in Document Crcy in Invoice

First line item

PstKy	50	Account	41400000	L Ind		TType	
-------	----	---------	----------	-------	--	-------	--



## SAP User Manual for Accounts Payables Process

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

*Park Document: Enter G/L Account Item*

Fast Data Entry 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  
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.



## SAP User Manual for Accounts Payables Process

**Park Document: Enter Vendor Item**

Fast Data Entry 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 / /  
Blinc 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".



## SAP User Manual for Accounts Payables Process

**Park Document: Overview**

Currency Fast Data Entry Tax Acct model Document header Check

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.

Confidential Document

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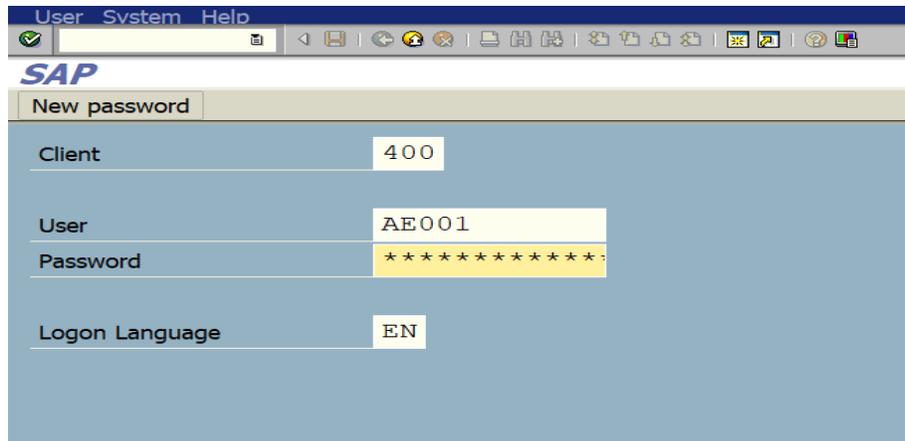
Accepting No Limits

Alternative Thinking

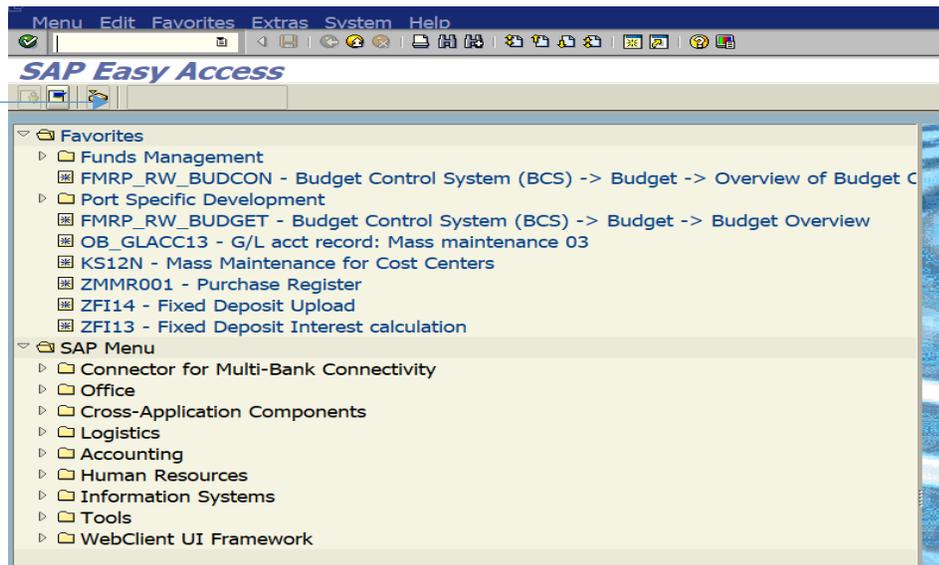
Driving Positive Change



## SAP User Manual for Accounts Payables Process



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

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

### Business Workplace of Assistant Engineer

Workplace: Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 72
  - Documents 135
  - Workflow 665**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

#### Workflow 665

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti	P	Att.	C
	Please approve the Parked Invoice 200000002, Year 2020		429306	04.04.2020	13:51:15		5	
	Please approve the Purchase Requisition 2002000503		429214	04.04.2020	12:34:20		5	
	Please approve the Purchase Requisition 2003000253		429063	03.04.2020	20:10:42		5	
	Please approve the Purchase Requisition 2003000253		429060	03.04.2020	20:08:44		5	
	Please approve the Purchase Requisition 2002000501		429032	03.04.2020	19:26:11		5	
	Please approve the Purchase Requisition 2002000502		429029	03.04.2020	19:22:57		5	
	Please approve the Purchase Requisition 2002000502		428995	03.04.2020	18:37:01		5	
	Please approve the Purchase Requisition 2002000502		428992	03.04.2020	18:36:32		5	
	Please approve the Purchase Requisition 2002000501		428860	03.04.2020	12:51:47		5	
	Please approve the Purchase Requisition 2002000405		428588	02.04.2020	15:09:08		5	
	Please approve the Purchase Requisition 2002000405		428585	02.04.2020	15:07:38		5	
	Please approve the Purchase Requisition 2002000498		428552	02.04.2020	12:35:43		5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18		5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35		5	

Tips & tricks: Display Other Column

Please approve the Parked Invoice 200000002, Year 2020



## SAP User Manual for Accounts Payables Process

**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

<b>Description</b> 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.	<b>Objects and attachments</b> 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.

## SAP User Manual for Accounts Payables Process

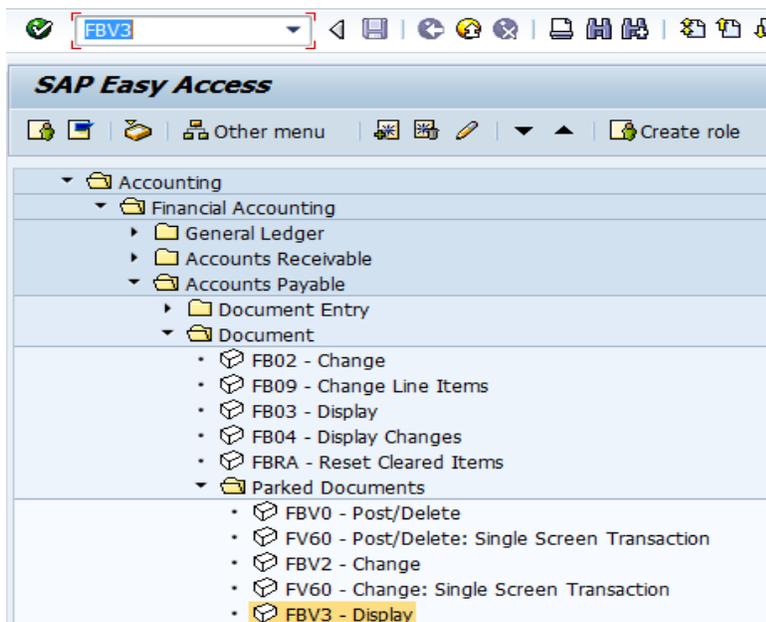
### Display of parked document:

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**



## 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 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

Step4: Click on "⏪" back arrow to come previous screen.





## 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: Invoice | Bal.: 0,00

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

Vendor: 400011 | Sp.G/LI: | Reference: DEPT/INV/2019

Invoice date: 23.09.2019 | Posting Date: 23.09.2019

DocumentNo: 2200000018 | Doc. Currency:

Amount: 1.000,00 | INR

Calculate Tax:  | V1 V1 (CGST+SGST 5%...)

Bus.Place/Sectn: 1200 / 1200

Vendor Address: Company: KUBS IMPEX PRIVATE LIMITED, 2C JAMALS FAZAL CHAMBERS 2ND ... 600006 Ahmedabad, 9940600954

Bank data: not available | OIs

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	

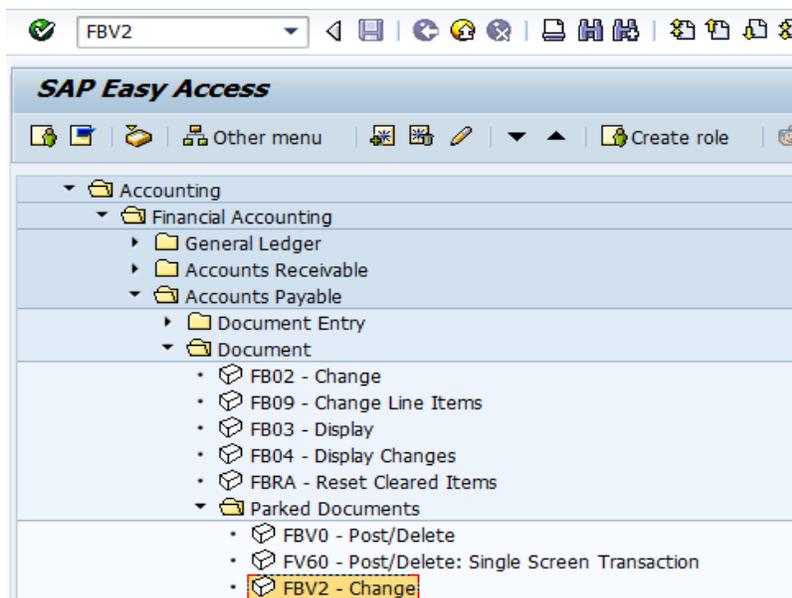
## SAP User Manual for Accounts Payables Process

### 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**



## SAP User Manual for Accounts Payables Process

**Change Parked Document: Initial Screen**

Document list    Editing Options

Key for Parking

Company Code    1200

Document Number    2200000018

Fiscal Year    2019

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

**Edit Parked Vendor Invoice 2200000018 1200 2019**

Tree on    Company Code    Simulate    Save as Completed

Transactn    R Invoice    Bal. 0,00

Basic data    Payment    Details    Workflow    Tax    W

Vendor    400011    Sp.G/LI

Invoice date    23.09.2019    Reference    DEPT/INV/2019

Posting Date    23.09.2019

DocumentNo    2200000018

Doc. Currency

Amount    1.000,00    INR

Calculate Tax

V1 V1 (CGST+SGST 5% ...)

Bus.Place/Sectn    1200 / 1200

Vendor Address

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

Bank data: not available

1 Items ( No entry variant selected )

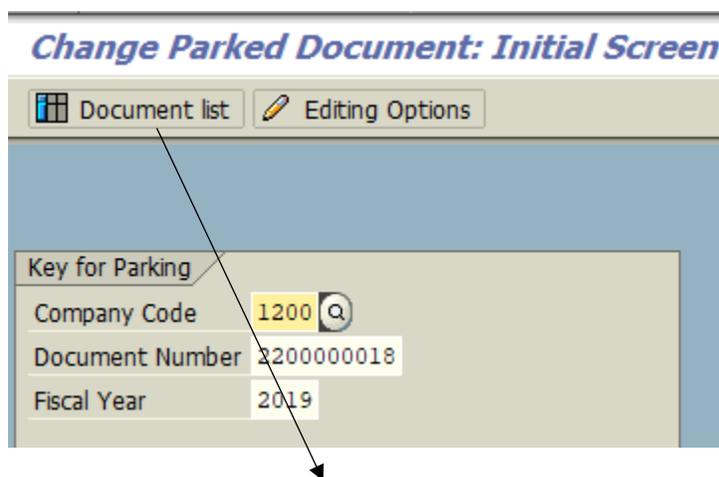
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	T
✓	41400000	Hire of vehic...	S De...	1.000,00	1.000,00	V1	
			S De...		0,00	V1	



## SAP User Manual for Accounts Payables Process

**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.

## SAP User Manual for Accounts Payables Process

### 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



## SAP User Manual for Accounts Payables Process

**Step 8:** Double click on “Line Items” to view the document.

**Edit Parked Vendor Invoice 2200000018 1200 2019**

Tree on Company Code Simulate Save as Completed

Transactn R Invoice Bal. 0,00

Basic data Payment Details Workflow Tax W

Vendor

Address

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

Bank data: not available

Bank data: not available OIs

Vendor 400011 Sp.G/LI  
Invoice date 23.09.2019 Reference DEPT/INV/2019  
Posting Date 23.09.2019  
DocumentNo 2200000018  
 Doc. Currency  
Amount 1.000,00 INR  
 Calculate Tax  
V1 V1 (CGST+SGST 5%...  
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	V1	

**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.

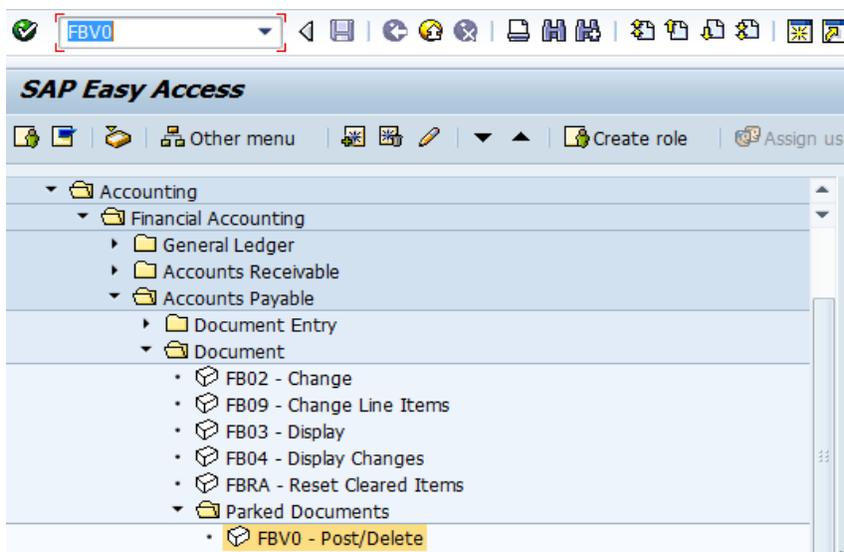
## SAP User Manual for Accounts Payables Process

### Post parked document:

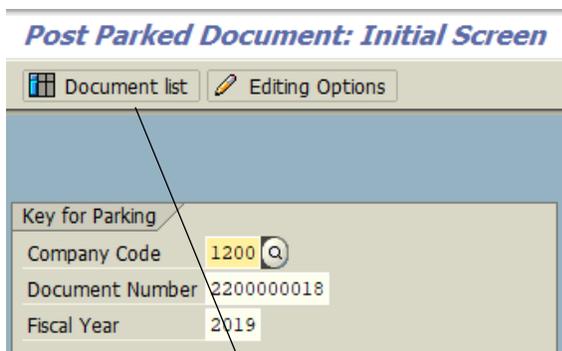
Use Transaction code - **FBV0** - Post/Delete parked document

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”.



## SAP User Manual for Accounts Payables Process

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.

## SAP User Manual for Accounts Payables Process

**Edit Parked Vendor Invoice 2200000018 1200 2019**

Tree on | Company Code | Simulate | Save as Completed | Post | Editing options

Transactn: R Invoice | Bal.: 0,00

Vendor: 400011 | Sp.G/LI | Reference: DEPT/INV/2019

Invoice date: 23.09.2019 | Posting Date: 23.09.2019

DocumentNo: 2200000018

Amount: 1.000,00 | INR

Bus.Place/Sectn: 1200 / 1200

Vendor Address: KUBS IMPEX PRIVATE LIMITED, 2C JAMALS FAZAL CHAMBERS 2ND ... 600006 Ahmedabad, 9940600954

Bank data: not available

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	V1	

**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.

Information

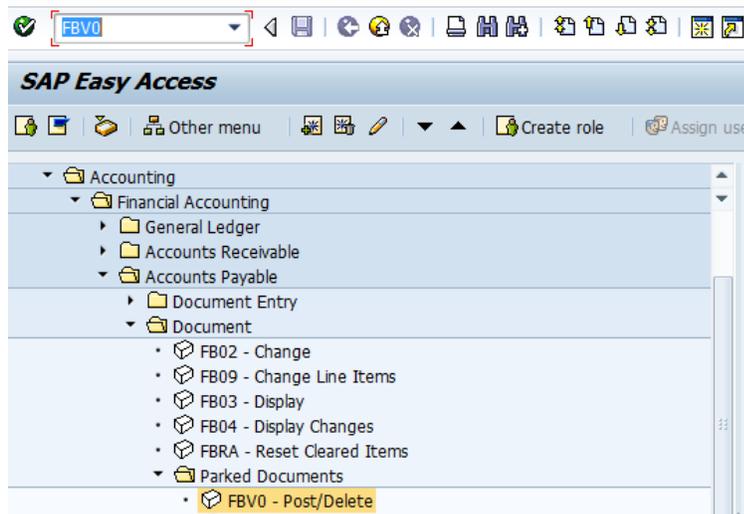
Document 2200000018 was posted in company code: 1200

## 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**

## SAP User Manual for Accounts Payables Process

**Post Parked Document: Initial Screen**

Document list    Editing Options

Key for Parking

Company Code	1200	Q
Document Number	2200000018	
Fiscal Year	2019	

Step 3: Then Click on "Document List".

**List of Parked Documents**

Company code 1200 Q    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.

## SAP User Manual for Accounts Payables Process

**Post Parked Documents: List**

St.	SCCd	CoCd	DocumentNo	Year
	1200	1200	2200000019	2019

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

**Edit Parked Vendor Invoice 2200000019 1200 2019**

Transactn: R Invoice, Bal.: 0,00

Vendor: 400011, Sp.G/LI

Invoice date: 24.09.2019, Reference: DEPT/INV/2019

Posting Date: 24.09.2019, DocumentNo: 2200000019

Amount: 1.000,00, INR

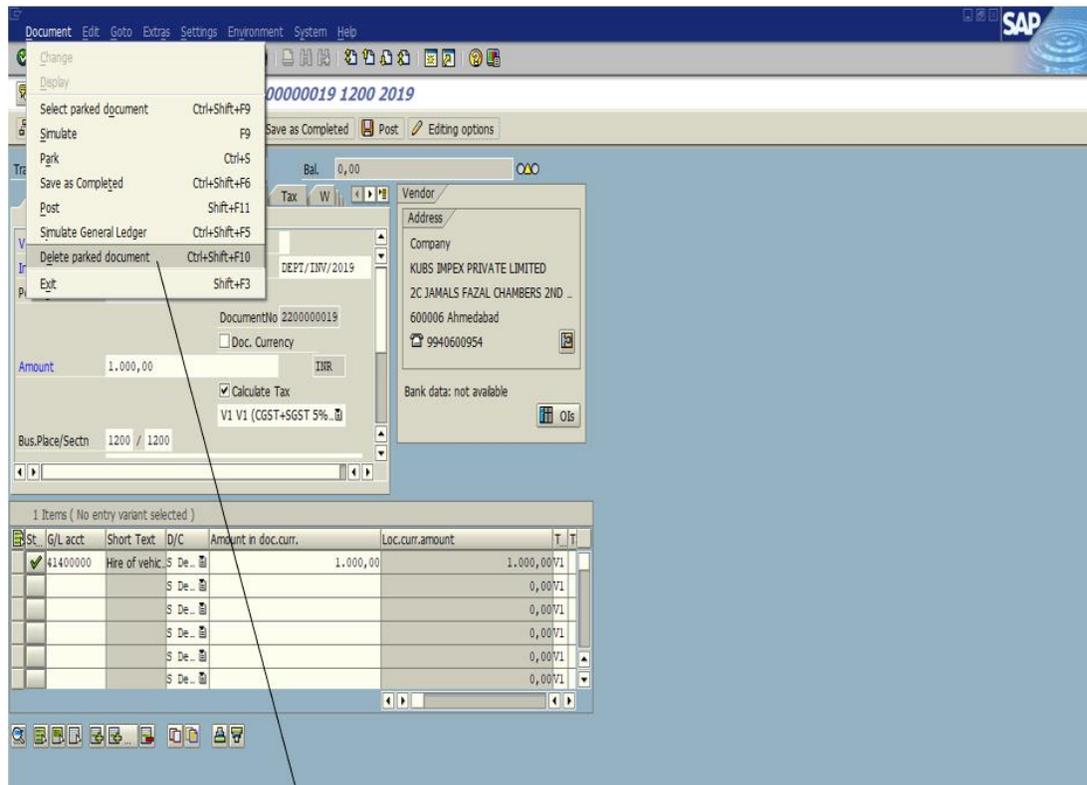
Bus.Place/Sectn: 1200 / 1200

Vendor Address: KUBS IMPEX PRIVATE LIMITED, 2C JAMALS FAZAL CHAMBERS 2ND ... 600006 Ahmedabad, 9940600954

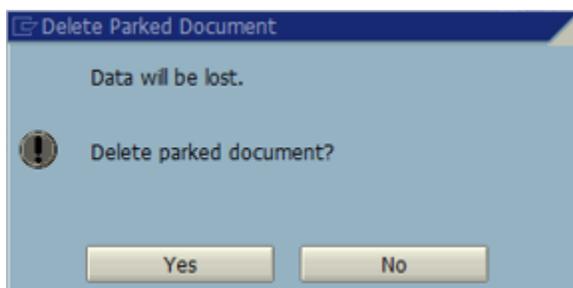
St..	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	T...
✓	41400000	Hire of vehic...	S De...	1.000,00	1.000,00	V1	

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

## SAP User Manual for Accounts Payables Process



**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.

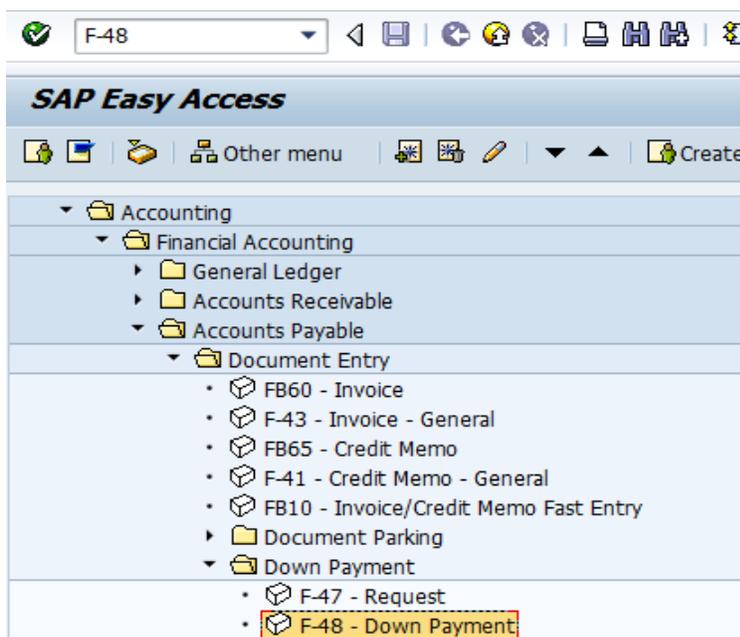


## SAP User Manual for Accounts Payables Process

### 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.



## SAP User Manual for Accounts Payables Process

### 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		Cross-CC Number	
Reference	DEPT/INV/2019				
Doc.Header Text	VENDOR DOWN PYMNT				
Trading part.BA		Tax Reporting D			
<b>Vendor</b>					
Account	400011	Special G/L Ind	A		
Altern. CoCode					
<b>Bank</b>					
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”.



## SAP User Manual for Accounts Payables Process

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment Add Vendor item

More data New Item 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  
Disc.perc. CD Amount  
Real Estate   
Flow Type  
Contract /  
Assignment DOWN PYMNT  
Text VENDOR DOWN PYMNT Long Texts

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



## SAP User Manual for Accounts Payables Process

**Post Vendor Down Payment Display Overview**

Display Currency Taxes Reset

Document Date	24.09.2019	Type	KZ	Company Code	1200
Posting Date	24.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	24.09.2019
Reference	DEPT/INV/2019	Cross-CC Number			
Doc.Header Text	VENDOR DOWN PYMNT	Trading part.BA			

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK Outg		1.000,00-	
002	29A	0000400011	KUBS IMPEX PRIVATE		1.000,00	

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

**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



## SAP User Manual for Accounts Payables Process

### Advance payment posting with TDS:

#### Prerequisite:

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

Display Organization: 400011, role IPA FI Vendor

Business Partner: 400011 KUBS IMPEX PRIVATE LIMITED / 600006 Ahmedabad  
Display in BP role: ZFIV01 IPA FI Vendor

Company Code: 1200 Deendayal Port Trust  
Vendor: 400011

WTax Type	WTax Code	Subject	WhTa...	W/tax ID	Exemption Number	Exem...	Exmpt.Resn	Exempt Fr.
CI	C1	<input checked="" type="checkbox"/>	CO					
CP		<input checked="" type="checkbox"/>	CO					
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						

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

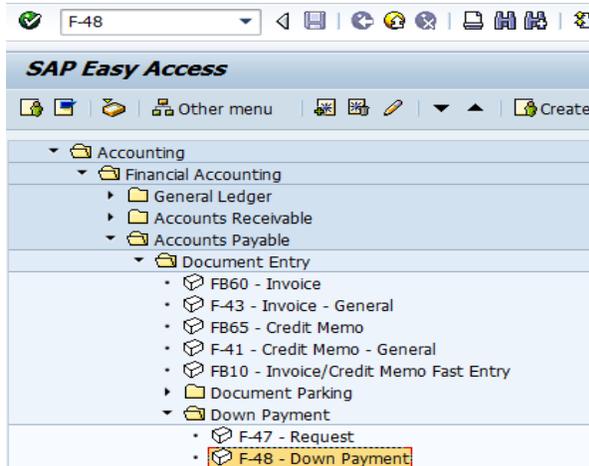
#### Use transaction code F-48 - Down Payment:

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



## SAP User Manual for Accounts Payables Process



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

**Post Vendor Down Payment: Header Data**

New Item | Requests

Document Date	30.09.2019	Type	KZ	Company Code	1200
Posting Date	30.09.2019	Period		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	400011	Special G/L Ind	A
Altern. CoCode			

**Bank**

Account	23110002	Business Area	
Amount	1000		
LC amount			
Bank Charges		LC Bank Charges	
Value date	30.09.2019	Profit Center	1204
Text	Down Payment	Assignment	Down Payment

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



## SAP User Manual for Accounts Payables Process

Document Edit Goto Extras Settings Environment System Help

**Post Vendor Down Payment Add Vendor item**

More data New Item 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  
Disc.perc. CD Amount  
Real Estate   
Flow Type  
Contract /  
Assignment  
Text Down Payment Long Texts

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



### SAP User Manual for Accounts Payables Process

**Post Vendor Down Payment Add Vendor item**

More data | New Item | 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

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 | 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 | Account | SGL Ind | TType | New Co.Code

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

## SAP User Manual for Accounts Payables Process

### 6. Down Payment Clearing:

Clearing of vendor advance payment against vendor invoices.

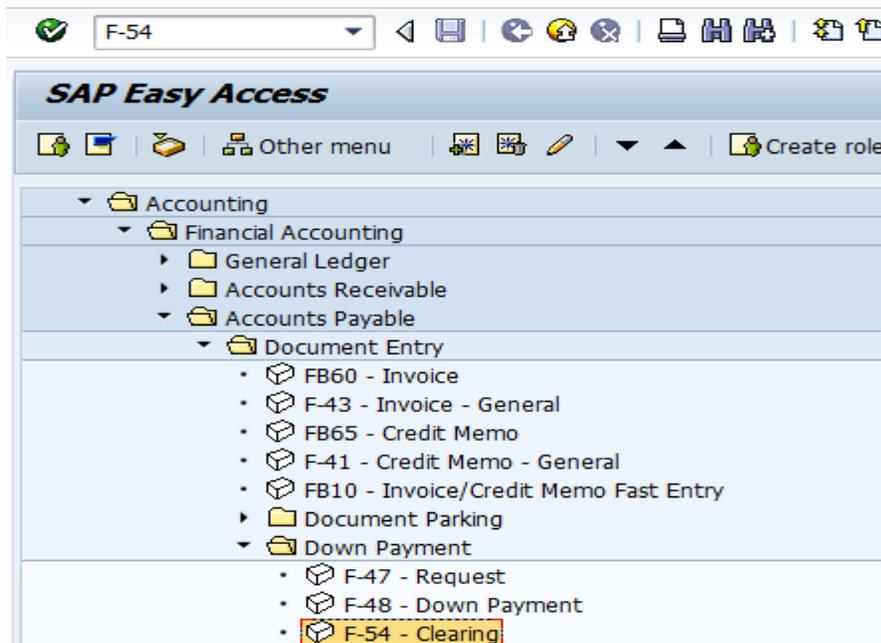
Vendor clearing can be done in two methods:

- 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
---------	--------

Relevant invoice

Invoice	2200000020	Line Item		Fiscal Year	2019
---------	------------	-----------	--	-------------	------

Transfer posting item(s) details

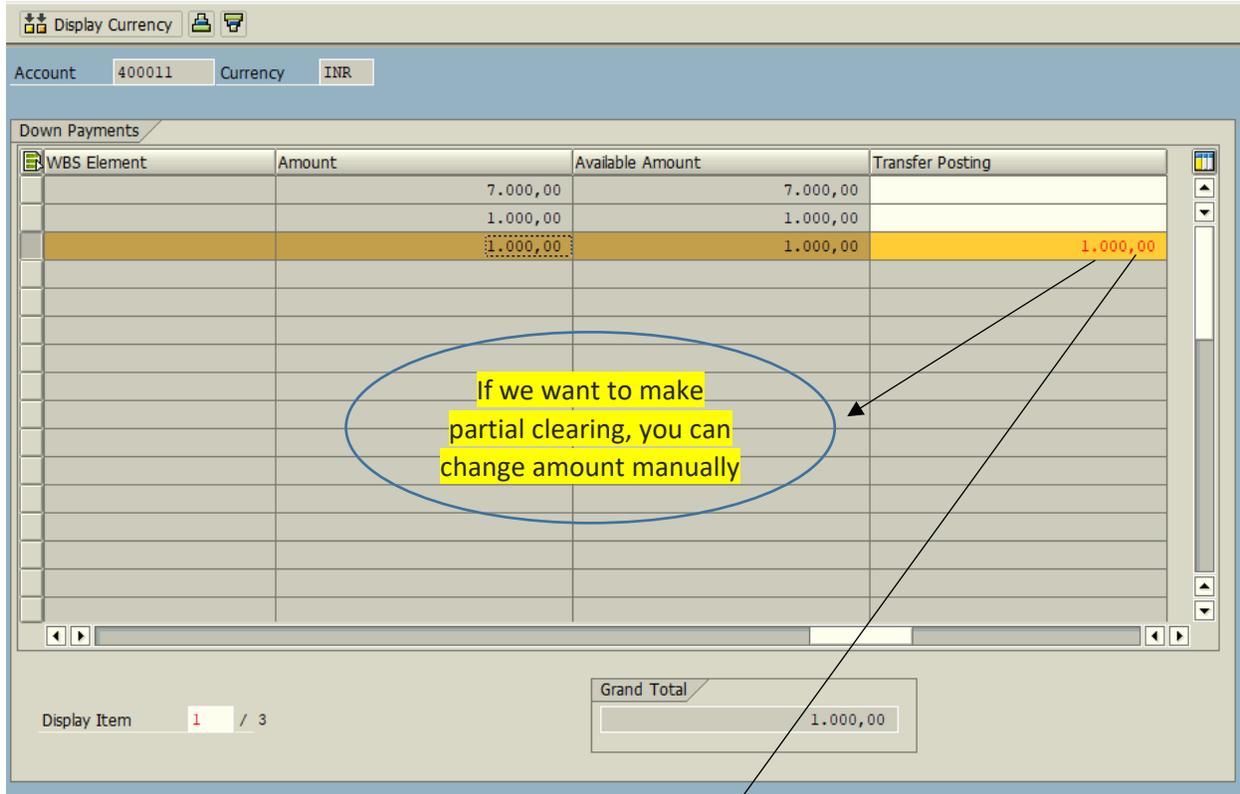
Assignment	DOWN PYMNT CLRNG
Text	VENDOR DWN PYMNT CLRNG

**Vendor invoice accounting document number**

Step 3: Click on "Process Open Items".

## SAP User Manual for Accounts Payables Process

### Clear Vendor Down Payment Choose down payments



The screenshot shows the SAP 'Down Payments' table with the following data:

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

Annotations in the image include a blue oval around the 'Transfer Posting' field of the third row with the text: "If we want to make partial clearing, you can change amount manually". A yellow highlight is on the 'Transfer Posting' field of the same row. A 'Grand Total' box at the bottom right shows a value of 1.000,00. The 'Display Item' is set to 1 / 3.

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



## SAP User Manual for Accounts Payables Process

Document Edit Goto Settings Environment System Help

Clear Vendor Down Payment Choose down payments

Display Currency

Account 400011 Currency INR

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

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



## SAP User Manual for Accounts Payables Process

Document Date	24.09.2019	Type	KA	Company Code	1200
Posting Date	24.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	24.09.2019
Reference	DEPT/INV/2019	Cross-CC Number			
Doc.Header Text	VENDOR DWN PYMNT CLRNG	Trading part.BA			

PK	BusA	Acct		INR	Amount	Tax amnt
001	39A	0000400011	KUBS IMPEX PRIVATE		1.000,00-	V0
002	26	0000400011	KUBS IMPEX PRIVATE		1.000,00	V0

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

▶ **Step 5:** After Simulate, Check the line items and Click on “Post”

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

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

In below screen user has to specify the following details:



## SAP User Manual for Accounts Payables Process

### 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

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

**Type**

Normal items

Special G/L transactions

Click on “Execute” after filling the above details in the screen.



## SAP User Manual for Accounts Payables Process

**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
<input type="checkbox"/>	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
*							1.000,00	INR		
<input type="checkbox"/>	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		

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)



## SAP User Manual for Accounts Payables Process

### 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

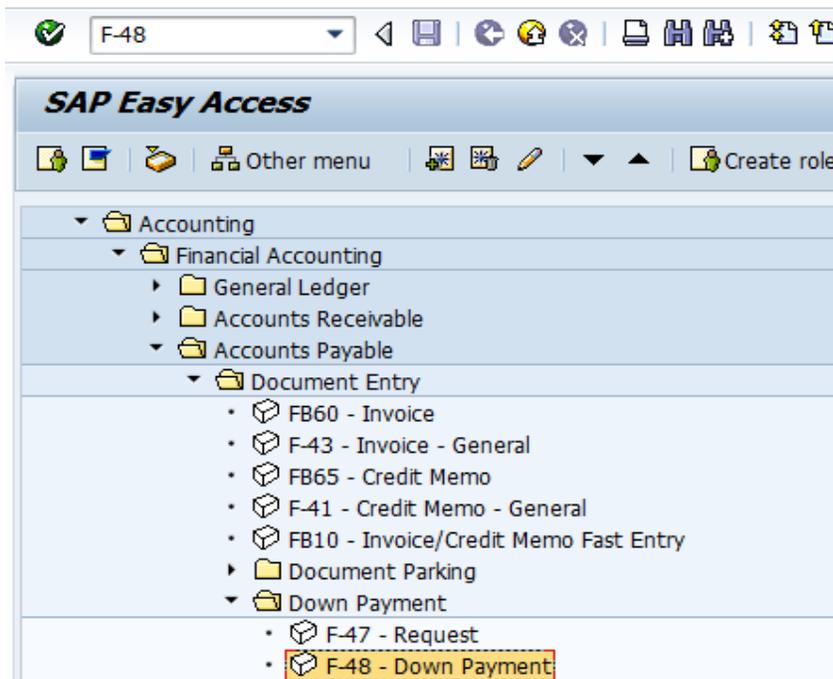
Vendor invoice – 981

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





## SAP User Manual for Accounts Payables Process

**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”.



## SAP User Manual for Accounts Payables Process

Document Edit Goto Extras Settings Environment System Help

**Post Vendor Down Payment Add Vendor item**

More data New Item 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 1500 INR  
Tax Amount  
Tax Code V0  Calculate Tax Bus./Sectn 1200 1200  
Bus. Area  
Disc.perc. CD Amount  
Real Estate   
Flow Type  
Contract /  
Assignment VENDOR ADV PYMNT  
Text VENDOR ADV PYMNT Long Texts

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



## SAP User Manual for Accounts Payables Process

**Post Vendor Down Payment 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		Trading part.BA	
Doc.Header Text	VENODR ADV PYMNT				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK Outg		1.500,00-	
002	29A	0000400011	KUBS IMPEX PRIVATE		1.500,00	V0

D 1.500,00      C 1.500,00      0,00      \* 2 Line Items

**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:

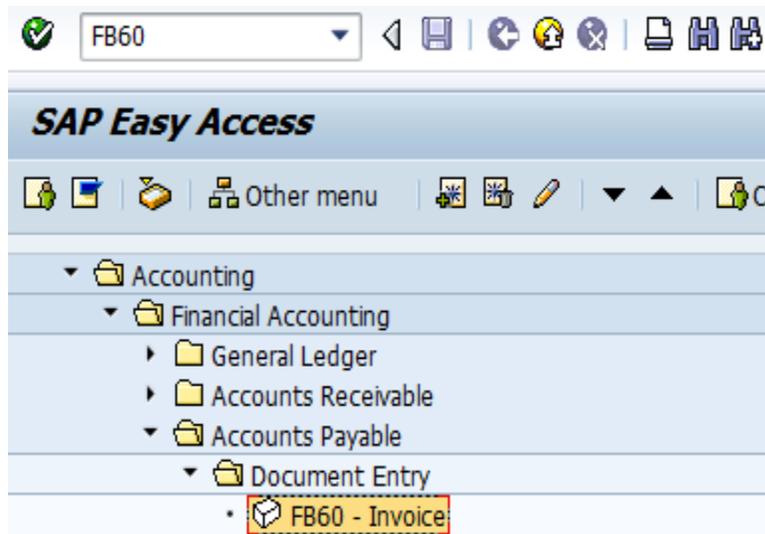
Enter the transaction code **FB60** in command bar (or) Follow the below path:

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.



## SAP User Manual for Accounts Payables Process

### 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

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	Fir
✓	41400000	Hire of vehic..	Debit	1.000,00			12050402		

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

## SAP User Manual for Accounts Payables Process

**Document Overview**

Reset Taxes Park Complete Choose Save

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

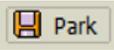
Calculate Tax                     

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 “  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

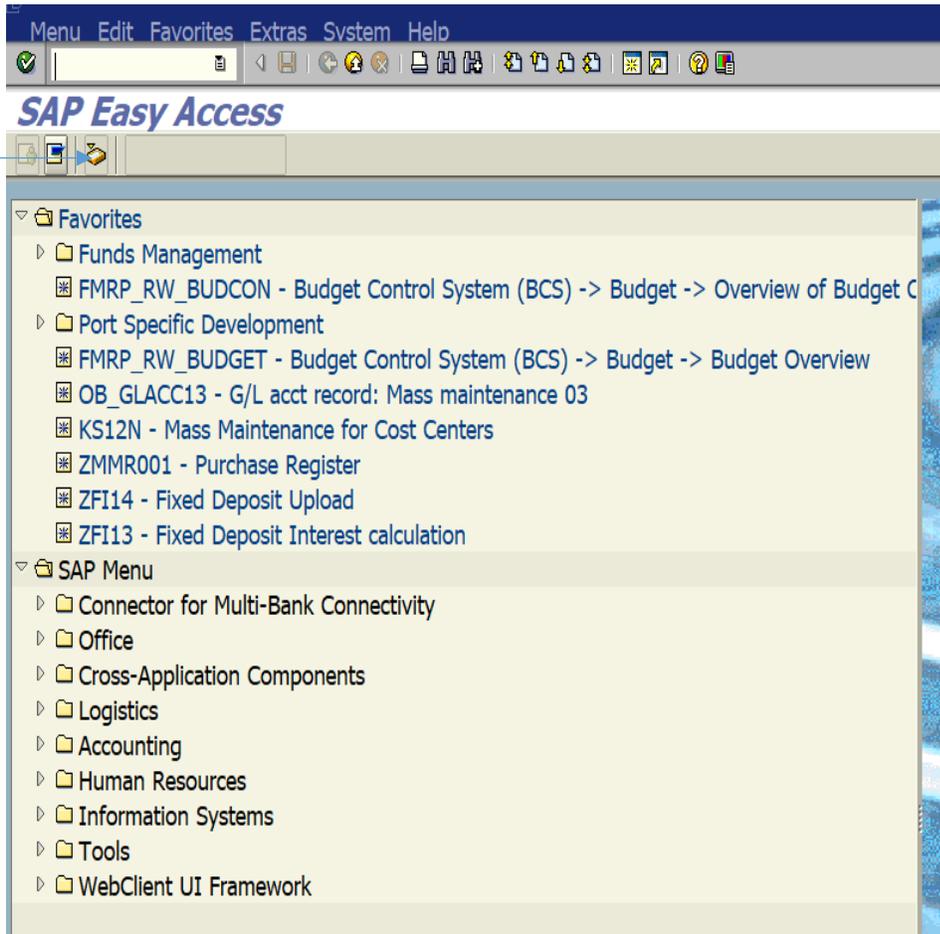
Password                      \*\*\*\*\*

Logon Language                      EN



## SAP User Manual for Accounts Payables Process

**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

**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.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 49
  - Documents 99
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed folders
- Trash
- Shared trash

**Workflow 654**

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti.	P	Att.
	Please approve the Parked Invoice 2200000099, Year 2019		428213	01.04.2020	02:36:20	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Group work items according to content

Please approve the Parked Invoice 2200000099, Year 2019



## SAP User Manual for Accounts Payables Process

**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**.

**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 to

All items

Posting date to

Type

Normal items

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



# SAP User Manual for Accounts Payables Process

## 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
		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		PARK VENDOR INVOICE
		2200000096	KR	31.03.2020		⚠	981,00-	INR		VENDOR INVOICE,
		2200000098	KR	31.03.2020		⚠	981,00-	INR		vendor invoice,
		2200000099	KR	31.03.2020		⚠	981,00-	INR		VENDR CREDIT MEMO
	HIRE OF VEHICLE	2000000007	KG	31.03.2020		⚠	981,00	INR		HIRE OF VEHICLE
	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		

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:

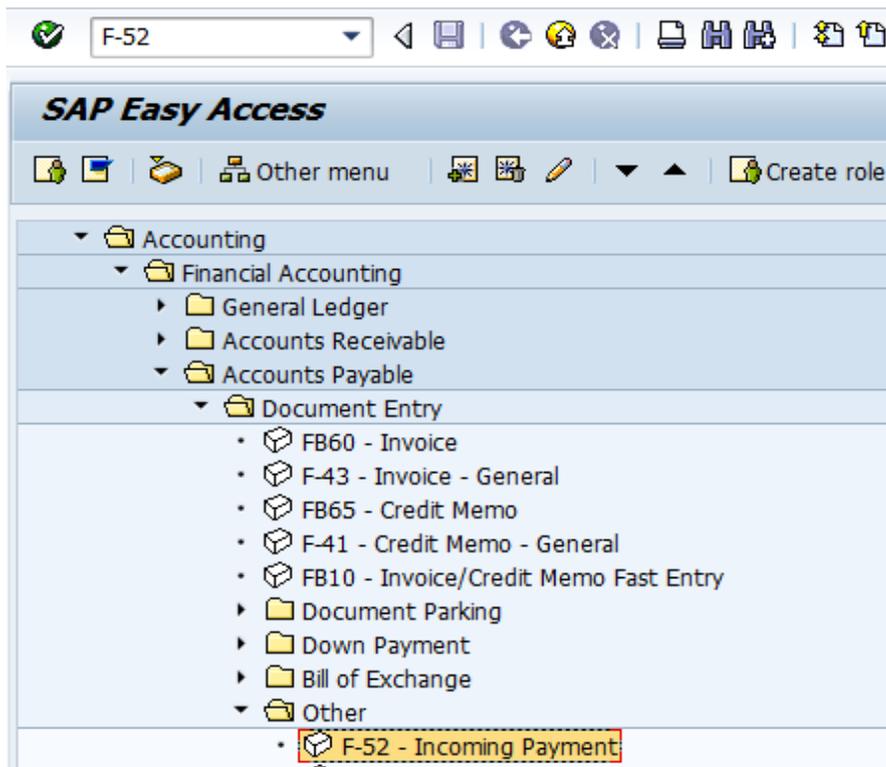
**Step 1:** Use transaction code F-52.

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.



## SAP User Manual for Accounts Payables Process

### 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					
<b>Bank data</b>					
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			
<b>Open item selection</b>			<b>Additional selections</b>		
Account	400011		<input checked="" type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other Accounts	<input type="radio"/> Amount		
Special G/L Ind	A	<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Payt Advice No.		<input type="checkbox"/> Distribute by Age	<input type="radio"/> Posting Date		
		<input type="checkbox"/> Automatic Search	<input type="radio"/> Dunning Area		
			<input type="radio"/> Others		

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



## SAP User Manual for Accounts Payables Process

**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		

Processing Status

Number of Items	19	Amount Entered	519,00
Display from Item	6	Assigned	519,00
Reason Code	Not assigned field should always be "Zero"	Difference Postings	
Currency		Not Assigned	0,00

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



### SAP User Manual for Accounts Payables Process

**Post Incoming Payments Display Overview**

Display Currency 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        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



## SAP User Manual for Accounts Payables Process

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".



## SAP User Manual for Accounts Payables Process

### 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000026	KR	25.09.2019			14.700,00-	INR	2300000021	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000021	KZ	26.09.2019			14.700,00	INR	2300000021	RESIDUAL PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000009	KZ	25.09.2019			980,00	INR	2300000023	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000023	KZ	25.09.2019			980,00-	INR	2300000023	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000038	KR	25.09.2019			980,00-	INR	2300000026	TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000010	KZ	25.09.2019			780,00	INR	2300000026	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000026	KZ	25.09.2019			200,00	INR	2300000026	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000011	KZ	25.09.2019			200,00	INR	2300000027	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000027	KZ	25.09.2019			200,00-	INR	2300000027	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000013	KZ	25.09.2019			5.300,00	INR	2300000029	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000029	KZ	25.09.2019			5.300,00-	INR	2300000029	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000025	KZ	25.09.2019			780,00	INR	2300000034	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000034	KZ	25.09.2019			780,00-	INR	2300000034	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000024	KZ	25.09.2019			980,00	INR	2300000035	VENDOR PAYMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000035	KZ	25.09.2019			980,00-	INR	2300000035	VENDOR PAYMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000082	KR	13.01.2020			14.700,00-	INR	2300000044	INVOICE RAISED 1.1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000044	KZ	13.01.2020			14.700,00	INR	2300000044	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000099	KR	31.03.2020			981,00-	INR	2300000046	vendor invoice,
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000046	KZ	31.03.2020			981,00	INR	2300000046	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000000003	KG	23.09.2019			980,00	INR	3800000000	VENDOR CREDIT MEMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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:

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change



## SAP User Manual for Accounts Payables Process

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:**



## SAP User Manual for Accounts Payables Process

### 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
<input type="checkbox"/>		2000000001	KG	18.09.2019			1.000,00	INR		1000
<input type="checkbox"/>		2200000010	KR	19.09.2019			10.000,00-	INR		
<input type="checkbox"/>		2200000012	KR	20.09.2019			100.000,00-	INR		Asset Procurement
<input type="checkbox"/>		2200000025	KR	25.09.2019			1.200,00-	INR		VENDOR INVOICE
<input checked="" type="checkbox"/>							110.200,00-	INR		

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.

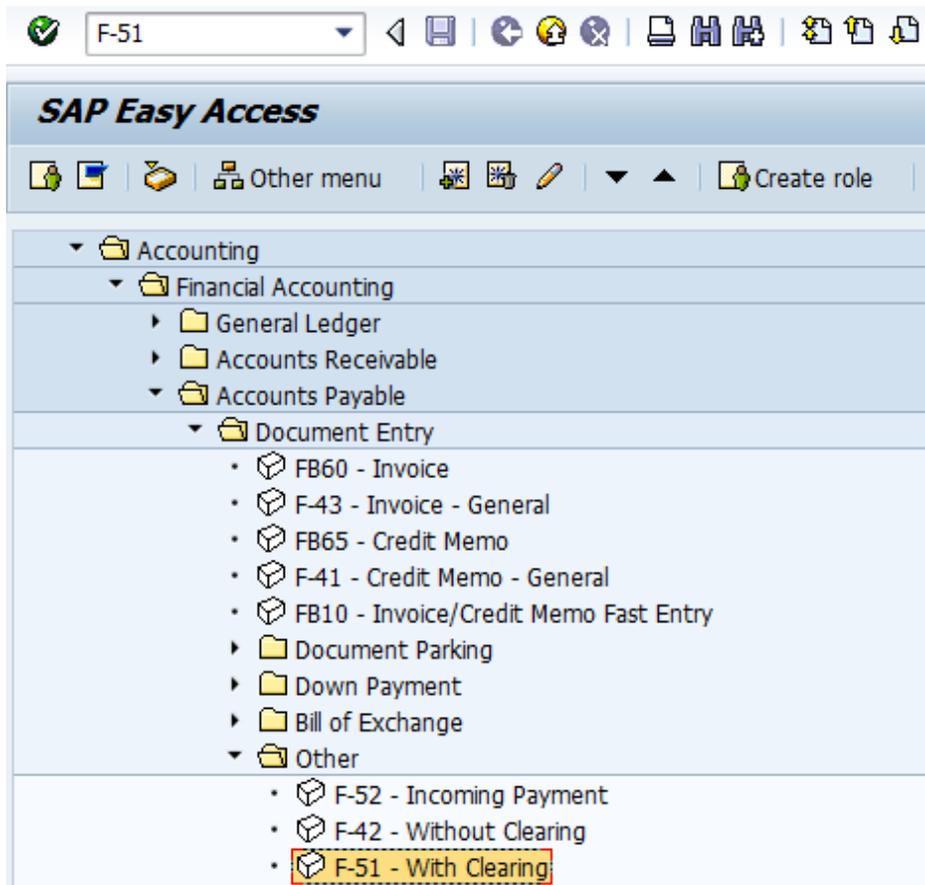
So now, we are going to post with clearing transaction from vendor 400010 to 400011.

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



## SAP User Manual for Accounts Payables Process



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



## SAP User Manual for Accounts Payables Process

### 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					
<input type="radio"/> Outgoing payment					
<input type="radio"/> Incoming payment					
<input type="radio"/> Credit memo					
<input checked="" type="radio"/> Transfer posting with clearing					
Receiving vendor number					
First line item					
PstKy	31	Account	400011	L Ind	TType

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



## SAP User Manual for Accounts Payables Process

### Post with Clearing Add Vendor item

Choose open items    Process Open Items    More data    Account Model

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

Item 1 / Invoice / 31

Amount     INR  
 Calculate Tax    BusPlace/Sectn  /   
Bus. Area   
Payt terms     Days/percent  /  /   
Blinc Date     Fixed   
CD Base     CD Amount   
Invoice Ref.  /  /   
Pmnt block     Payt Method   
Assignment   
Text

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".



## SAP User Manual for Accounts Payables Process

### Post with Clearing Select open items

Process Open Items

Open item selection		Additional selections	
Company Code	1200	<input checked="" type="radio"/> None	
Account	400010	<input type="radio"/> Amount	
Account Type	K	<input type="radio"/> Document Number	
Special G/L Ind		<input type="radio"/> Posting Date	
	<input checked="" type="checkbox"/> Normal OI	<input type="radio"/> Dunning Area	
Payt Advice No.		<input type="radio"/> Reference	
	<input type="checkbox"/> Other Accounts	<input type="radio"/> Payment Order	
	<input type="checkbox"/> Distribute by Age	<input type="radio"/> Collective Invoice	
	<input type="checkbox"/> Automatic Search	<input type="radio"/> Document type	
		<input type="radio"/> Business Area	
		<input type="radio"/> Tax Code	
		<input type="radio"/> Branch account	
		<input type="radio"/> Currency	
		<input type="radio"/> Posting Key	
		<input type="radio"/> Document Date	
		<input type="radio"/> Assignment	
		<input type="radio"/> Billing Document	
		<input type="radio"/> Others	

Sending vendor number

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



## SAP User Manual for Accounts Payables Process

The screenshot displays the SAP Accounts Payables interface. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Environment, System, Help. Below the menu bar is a toolbar with various icons. The main window title is "Post with Clearing Process open items". Below the title bar, there are buttons for "Distribute Difference", "Charge Off Difference", "Editing Options", and "Cash Disc. Due". The interface is divided into tabs: "Standard", "Partial Pmt", "Res.Items", and "WH Tax". The main area shows a table of account items for "Account items 400010 JAI BALAJI &CO". The table has columns for Document, D., Document, P., Busi., Day, INR Gross, CashDiscount, and CDPer. The data rows are as follows:

Document ...	D...	Document ...	P...	Busi...	Day...	INR Gross	CashDiscount	CDPer.
2000000001	KG	18.09.2019	21		7	1.000,00		
2200000010	KR	19.09.2019	31		6	10.000,00-		
2200000012	KR	20.09.2019	31		5	100.000,00-		
2200000025	KR	25.09.2019	31		0	1.200,00-		

Below the table, there is a toolbar with icons for "Gross<>...", "Currency", "Items", "Disc.", and "Disc.". At the bottom, there is a "Processing Status" section with the following data:

Processing Status	
Number of Items	4
Display from Item	1
Reason Code	
Display in clearing currency	
Amount Entered	1.200,00-
Assigned	1.200,00-
Difference Postings	
Not Assigned	0,00

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



## SAP User Manual for Accounts Payables Process

Document Date	25.09.2019	Type	AB	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	TRANSFER		Trading part.BA		

PK	BusA	Acct	INR	Amount	Tax amnt
001	31	0000400011 KUBS IMPEX PRIVATE		1.200,00-	
002	27	0000400010 JAI BALAJI &CO		1.200,00	

D 1.200,00      C 1.200,00      0,00      \* 2 Line Items

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

Document 1100000009 was posted in company code 1200

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



## SAP User Manual for Accounts Payables Process

### Vendor Line Item Display

Data Sources

---

**Vendor selection**

Vendor account  to

Company code  to

---

**Selection using search help**

Search help ID

Search string

Search help

---

**Line item selection**

**Status**

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

---

**Type**

Normal items

Special G/L transactions

...

Click on "Execute".



### SAP User Manual for Accounts Payables Process

#### 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 Crpy	LCurr	Clrng doc.	Text
<input type="checkbox"/>		1100000009	AB	25.09.2019			1.200,00	INR	1100000009	TRANSFER
<input type="checkbox"/>		2200000025	KR	25.09.2019			1.200,00-	INR	1100000009	VENDOR INVOICE
*							0,00	INR		
** Account 400010							0,00	INR		

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

Now **FBL1N (Receiving vendor)**.



## SAP User Manual for Accounts Payables Process

### Vendor Line Item Display

Data Sources

**Vendor selection**

Vendor account  to

Company code  to

**Selection using search help**

Search help ID

Search string

Search help

**Line item selection**

**Status**

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

**Type**

Normal items

Special G/L transactions

Noted items

Click on "Execute".



## SAP User Manual for Accounts Payables Process

### 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
<input type="checkbox"/>		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000023	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
<input type="checkbox"/>	TRANSFER	1100000009	AB	25.09.2019			1.200,00-	INR		TRANSFER
<input type="checkbox"/>							3.140,00-	INR		

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

### 9. Recurring Document:

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

### 10. Sample Document:

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



## SAP User Manual for Accounts Payables Process

### 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.



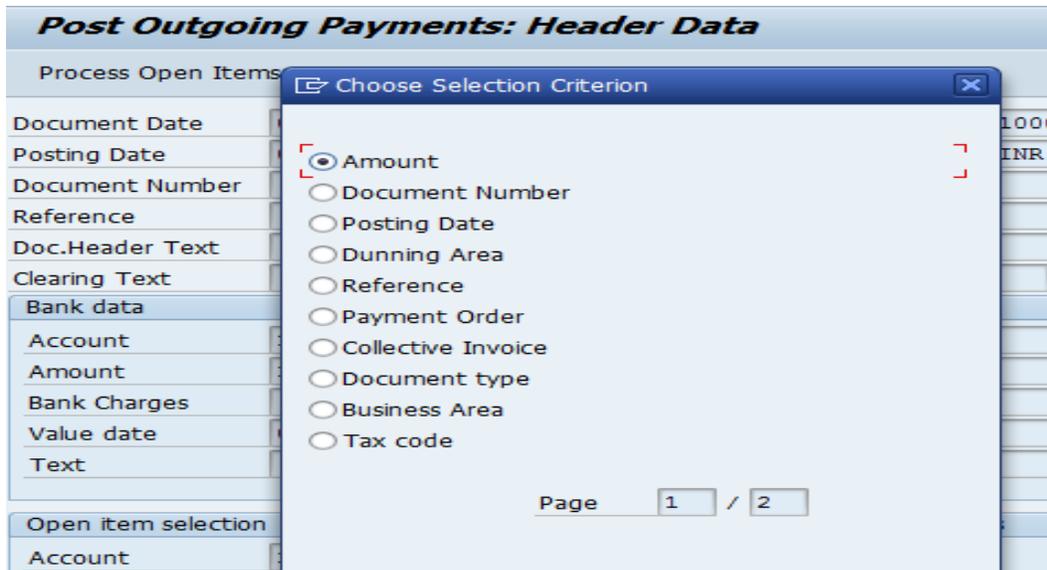
## SAP User Manual for Accounts Payables Process

Post Outgoing Payments: Header Data					
Process Open Items					
Document Date	<input checked="" type="checkbox"/>	Type	KZ	Company Code	1000
Posting Date	<input checked="" type="checkbox"/>	Period	3	Currency/Rate	INR
Document Number				Translation dte	
Reference				Cross-CC Number	
Doc.Header Text				Trading part.BA	
Clearing Text					
Bank data					
Account	<input checked="" type="checkbox"/>			Business Area	
Amount				Amt.in loc.cur.	
Bank Charges				LC Bank Charges	
Value date				Profit Center	
Text				Assignment	
Open item selection		Additional selections			
Account		<input checked="" type="radio"/> None			
Account type	K <input type="checkbox"/> Other Accounts	<input type="radio"/> Amount			
Special G/L Ind	A <input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number			
Payt Advice No.		<input type="radio"/> Posting Date			
<input type="checkbox"/> Distribute by Age		<input type="radio"/> Dunning Area			
<input type="checkbox"/> Automatic Search		<input type="radio"/> Others			

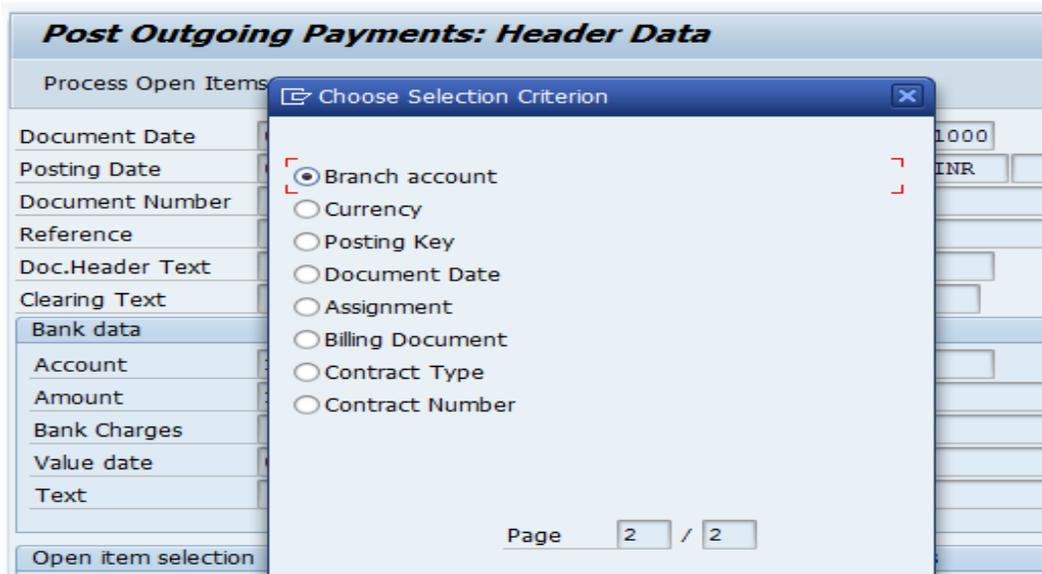
If the business wants to make any payment with customer account adjustment, select "others" checkbox & provide customer a/c details to make payment with customer a/c adjustment.

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

## SAP User Manual for Accounts Payables Process



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.



## SAP User Manual for Accounts Payables Process

Full payment:

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

### Vendor Line Item Display

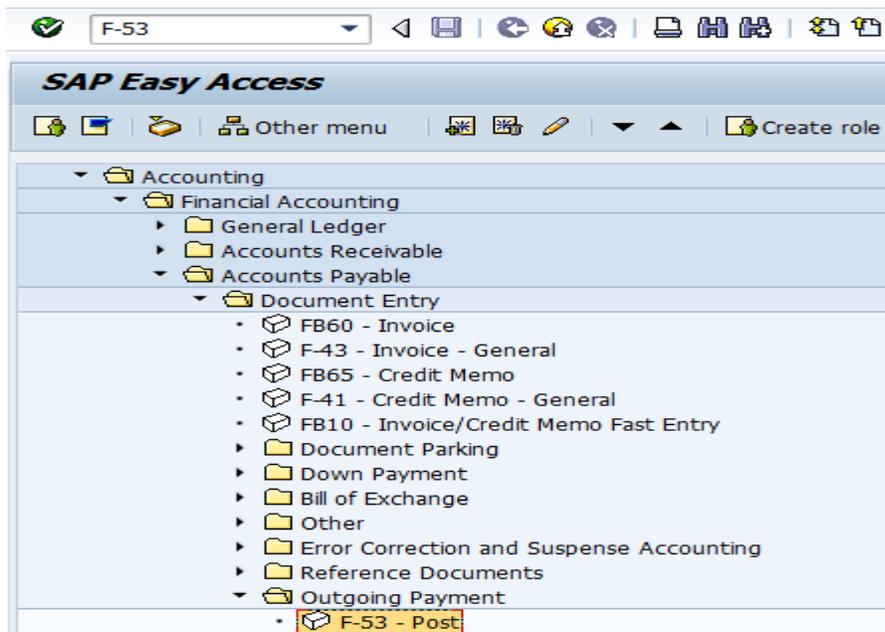
St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
<input type="checkbox"/>		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000023	KR	25.09.2019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



## 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





## SAP User Manual for Accounts Payables Process

**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	Assignment	

Open item selection

Account	400011
Account Type	K <input type="checkbox"/> Other Accounts
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs
Payt Advice No.	
<input type="checkbox"/> Distribute by Age	
<input type="checkbox"/> Automatic Search	

Additional selections

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

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



## SAP User Manual for Accounts Payables Process

### Post Outgoing Payments Process open items

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	

Processing Status

Number of Items	13	Not assigned	Amount Entered	980,00-
Display from Item	1	field should be "zero"	Assigned	980,00-
Reason Code			Difference Postings	
Display in clearing currency			Not Assigned	0,00

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



## 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**:



## SAP User Manual for Accounts Payables Process

**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
<input type="checkbox"/>		2200000023	KR	25.09.2019			980,00-	INR	2300000024	VENDOR INVOICE
<input type="checkbox"/>		2300000024	KZ	25.09.2019			980,00	INR	2300000024	VENDOR PAYMENT

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

### Partial Payment:

### 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
<input type="checkbox"/>		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2200000023	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
<input type="checkbox"/>	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
<input type="checkbox"/>	TRANSFER	1100000009	AB	25.09.2019			1.200,00-	INR		TRANSFER
<input checked="" type="checkbox"/>							3.140,00-	INR		

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:

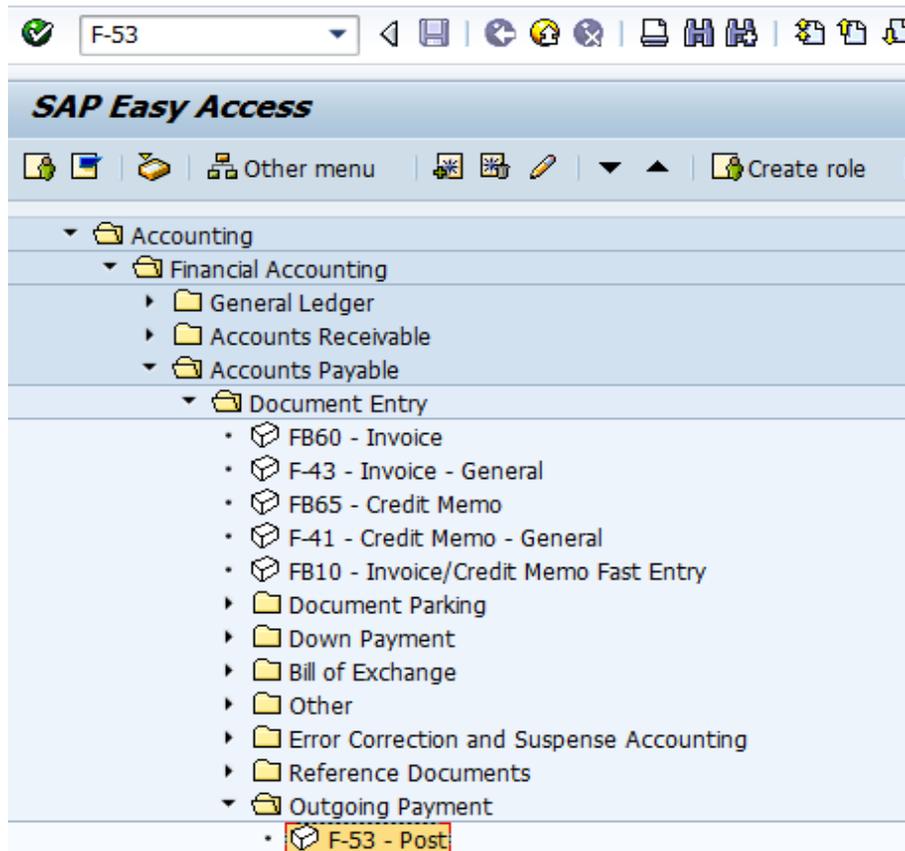
**Step 1:** SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (F-43) Invoice General

Confidential Document

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## SAP User Manual for Accounts Payables Process



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



## SAP User Manual for Accounts Payables Process

### 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			Assignment	
Open item selection			Additional selections		
Account	400011		<input checked="" type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other Accounts	<input type="radio"/> Amount		
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Payt Advice No.			<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by Age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic Search			<input type="radio"/> Others		

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



## SAP User Manual for Accounts Payables Process

**Post Outgoing Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standar Partial P Res.Its 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.



## SAP User Manual for Accounts Payables Process

**Post Outgoing Payments Enter partial payments**

Distribute Difference Charge Off Difference Editing Options

Standar Partial Pmt Res.Its 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		

Processing Status

Number of Items	5	Amount Entered	780,00-
Display from Item	1	Assigned	980,00-
Reason Code		Difference Postings	Should be
Currency	INR	Not Assigned	200,00

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



## SAP User Manual for Accounts Payables Process

### Post Outgoing Payments Enter partial payments

Distribute Difference Charge Off Difference Editing Options

Standar Partial Pmt Res.Its 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-	780,00-	
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	780,00-
Reason Code		Difference Postings	
Currency	INR	Not Assigned	0,00

**Step 7:** Click on “Document” and select “Simulate”.



## SAP User Manual for Accounts Payables Process

**Post Outgoing Payments Display Overview**

Display Currency Taxes

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		780,00-	
002	25	0000400011	KUBS IMPEX PRIVATE		780,00	

D 780,00      C 780,00      0,00      \*      2 Line Items

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

Document 2300000025 was posted in company code 1200

Now go to vendor line item report using FBL1N:

**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
		2300000025	KZ	25.09.2019			780,00	INR		
		2200000026	KR	25.09.2019			14.700,00-	INR	2300000021	VENDOR INVOICE

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



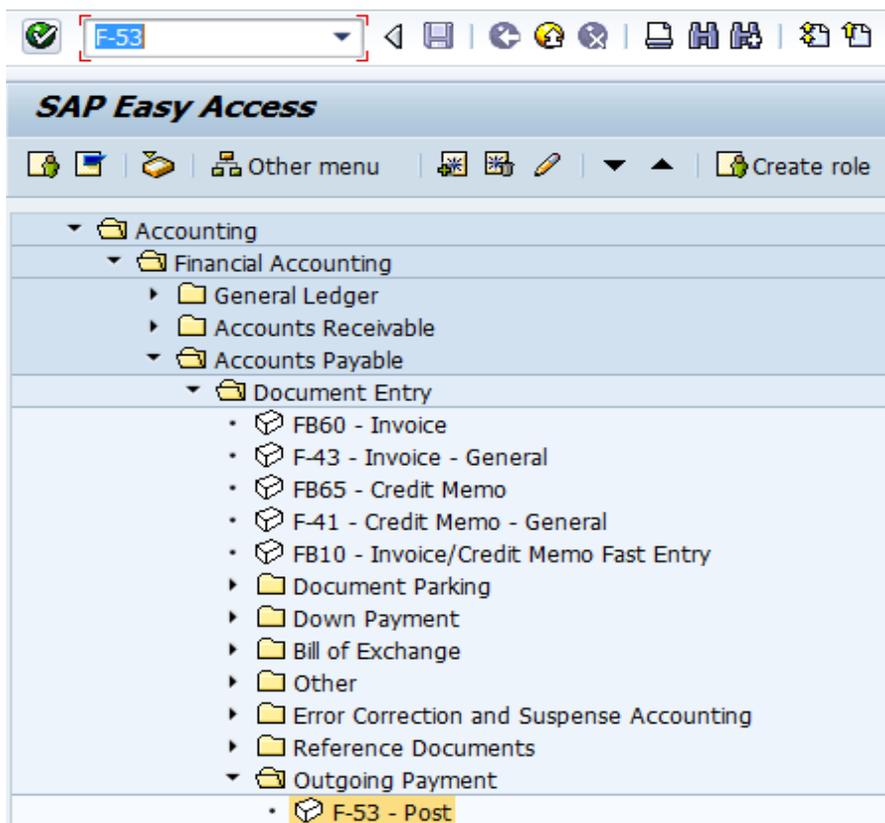
## SAP User Manual for Accounts Payables Process

### 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.



## SAP User Manual for Accounts Payables Process

### 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			Assignment	
Open item selection			Additional selections		
Account	400011		<input checked="" type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other Accounts	<input type="radio"/> Amount		
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Payt Advice No.			<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by Age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic Search			<input type="radio"/> Others		

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



## SAP User Manual for Accounts Payables Process

### 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.	<input type="checkbox"/>

Stand **number** **Enter invoice**

---

Document Number

From	To	String	Initial Value
2200000037		<input type="checkbox"/>	<input type="checkbox"/>
2300000025		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**Enter Partial payment document number**

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



## SAP User Manual for Accounts Payables Process

### Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standar... Partial P... Res.It... 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	

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.





### SAP User Manual for Accounts Payables Process

**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		Cross-CC Number			
Doc.Header Text		Trading part.BA			

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK Outg		200,00-	
002	25	0000400011	KUBS IMPEX PRIVATE		200,00	

D 200,00 C 200,00 0,00 \* 2 Line Items

Other line item

PstKy account SGL Ind TType New Co.Code

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

Document 2300000026 was posted in company code 1200

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

**Vendor Line Item Display**

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

St	Assignment	DocumentNo	Type	Doc..Date	S	DE	Amount in Local Crcy	LCurr	Clng doc.	Text
		2300000010	KZ	25.09.2019			780,00	INR	2300000026	
		<b>2300000026</b>	KZ	25.09.2019			<b>200,00</b>	<b>INR</b>	<b>2300000026</b>	
		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
		2200000018	KR	23.09.2019			980,00-	INR	3800000000	PARK VENDOR INVOICE
		2200000032	KR	25.09.2019			9.800,00-	INR	3800000000	VENDOR INVOICE
		2300000021	KZ	26.09.2019			4.700,00-	INR	3800000000	RESIDUAL PYMNT
		3800000000	ZP	28.09.2019			214.500,00	INR	3800000000	

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
Posting Date	31.03.2020	Period	1
Document Number		Company Code	1200
Reference	DEPT/INV/2020	Currency/Rate	INR
Doc.Header Text	VENDOR DOWN PAYMENT	Translation dte	
Trading part.BA		Cross-CC Number	
		Tax Reporting D	
<b>Vendor</b>			
Account	400011	Special G/L Ind	A
Altern. CoCode			
<b>Bank</b>			
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



## SAP User Manual for Accounts Payables Process

**Step 2:** Provide the above values and press enter.

**Post Vendor Down Payment Add Vendor item**

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: 10000 INR  
 Calculate Tax Bus./Sectn: /  
Bus. Area: /  
Disc.perc.: / CD Amount: /  
Purch.Doc.: / Real Estate:   
Contract: / Flow Type: /  
Assignment: VENDOR DWN PYMNT  
Text: VENDOR DOWN PAYMENT Long Texts

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



## SAP User Manual for Accounts Payables Process

**Post Vendor Down Payment Display Overview**

Display Currency 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	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

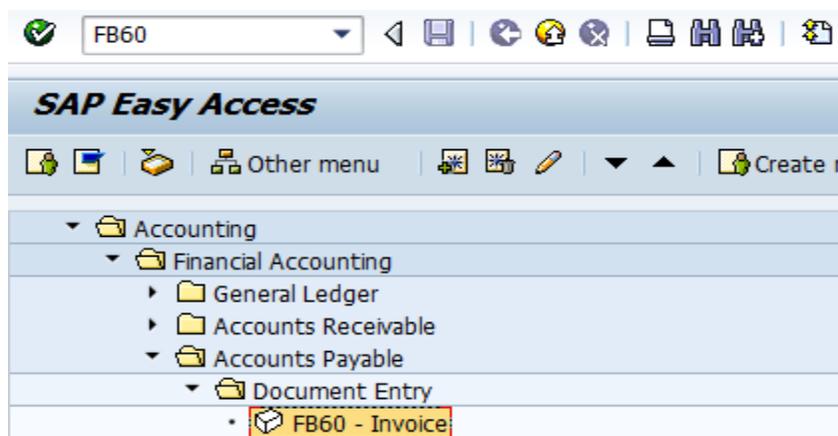


## SAP User Manual for Accounts Payables Process

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





## SAP User Manual for Accounts Payables Process

Document Edit Goto Extras Settings Environment System Help

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 400011 Sp.G/LI  
Invoice date 31.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Cross-CC Number  
Amount 15.000,00 INR  
Calculate Tax  
Tax Amount  
Bus.Place/Sectn /  
Text VENDOR INVOICE,

Vendor Address  
Company  
KUBS IMPEX PRIVATE LIMITED  
2C JAMALS FAZAL CHAMBERS 2ND ...  
600006 Ahmedabad  
9940600954  
Bank data: not available  
OIs

1 Items ( No entry variant selected )

St..	G/L acct	Short Text	D/C	Amount in doc.curr.	Co..	Tradin...	Busi...	Part...	Cost center	Ord
✓	41400000	Hire of vehic.	Debit	15.000,00	1200				12050402	
			Debit		1200					

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

## SAP User Manual for Accounts Payables Process

**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	<input type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	400011	KUBS IMPEX PRIVATE L			14.700,00-
2	40	41400000	Hire of vehicle			15.000,00
3	50	18150012	TDS Payable-Salaries			300,00-

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

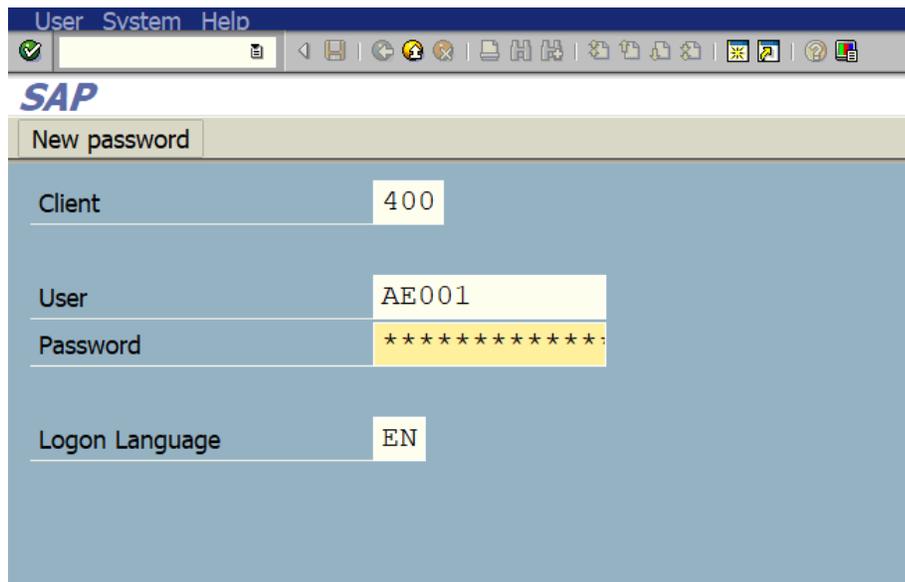
To park the document, click on “ **Complete** Button”, the system will give the information message as below

Document 2200000100 1200 was parked

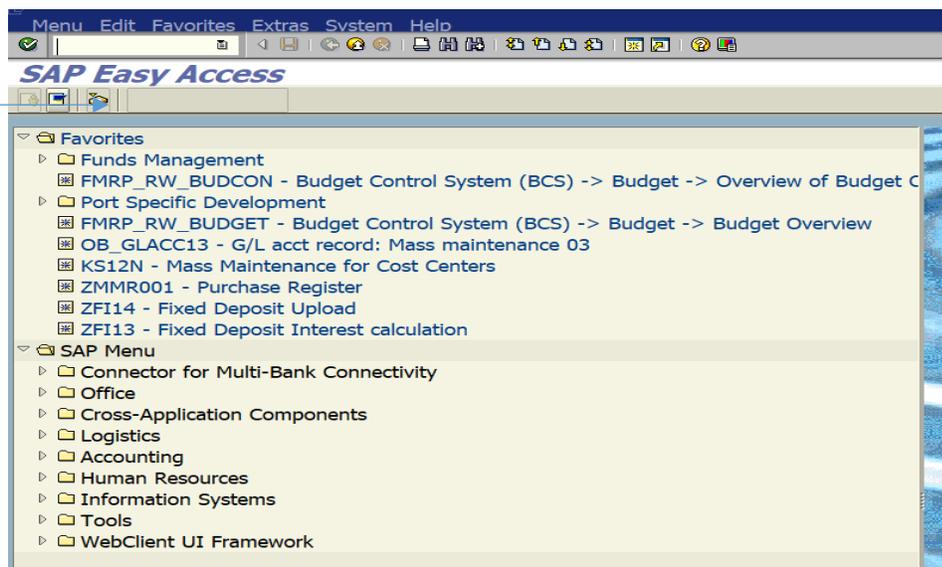


## SAP User Manual for Accounts Payables Process

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



**Step 5:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

**Step 6:** Expand “Inbox” button, under workflow Please Approve Parked Invoice “2200000100” message will appear, Double click on the work flow and proceed for next step.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 50
  - Documents 100
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 654

Eye	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...	Con...	Wo...	D
	Please approve the Parked Invoice 2200000100, Year 2019		428227	01.04.2020	11:16:32		5			
	Please approve the Parked Invoice 200000010, Year 2019		428206	01.04.2020	02:23:18		5			

Tips & tricks: Overdue Work Items...

Please approve the Parked Invoice 2200000100, Year 2019

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	



## SAP User Manual for Accounts Payables Process

**Step 7:** In this step Click on the “ **Approve** ” option to post the parked Invoice “2200000100”.

The screenshot shows the 'Decision Step in Workflow' interface. At the top, there are buttons for 'Workflow', 'Create', and 'Import'. The main heading reads 'Please approve the Parked Invoice 2200000100, Year 2019'. Below this, a section titled 'Choose one of the following alternatives' contains a list of options: 'Approve', 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'. The 'Approve' option is highlighted with a blue bar. At the bottom, there are two columns: 'Description' and 'Objects and attachments'. The 'Description' column contains instructions on how to use the decision options, including a note that 'Cancel' keeps the document in the inbox. The 'Objects and attachments' column shows 'No attachments or objects exist'.

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



## SAP User Manual for Accounts Payables Process

Now go to **FBL1N** to view the 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
		2200000100	KR	31.03.2020			14.700,00-	INR		VENDOR INVOICE,
	VENDOR DWN PYMNT	2300000047	KZ	31.03.2020	A		10.000,00	INR		VENDOR DOWN PAYMENT
*							4.700,00-	INR		
** Account 400011							4.700,00-	INR		

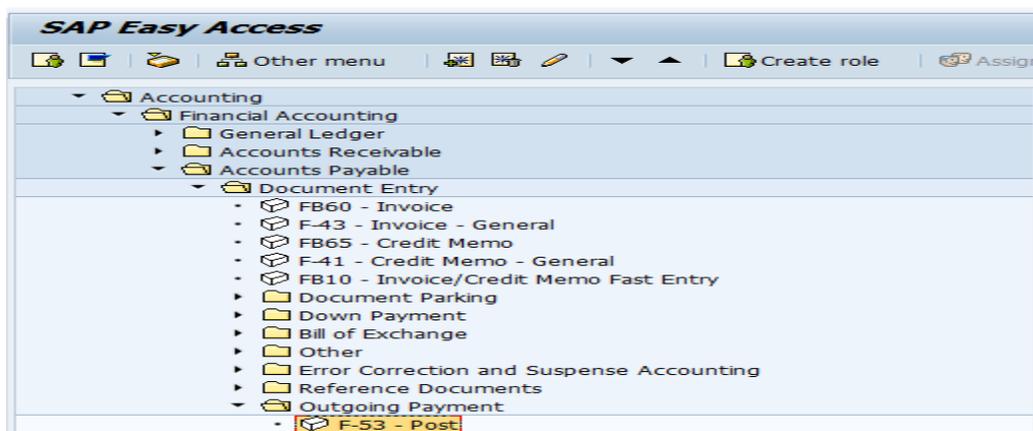
Above are the mentioned Advance payment Rs.10000 and vendor invoice Rs.14700 in line items.

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

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

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

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





## SAP User Manual for Accounts Payables Process

### 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			Additional selections		
Account	400011		<input type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other Accounts	<input type="radio"/> Amount		
Special G/L Ind	A	<input checked="" type="checkbox"/> Standard OIs	<input checked="" type="radio"/> Document Number		
Payt Advice No.			<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by Age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic Search			<input type="radio"/> Others		
<input type="checkbox"/> Invoice Summary					

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



## SAP User Manual for Accounts Payables Process

### 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 NUMBERard OIs

#### Document Number

From	To	String	Initial Value
2300000047		<input type="checkbox"/>	<input type="checkbox"/>
2200000100		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

ADVANCE PAYMENT DOCUMENT NUMBER

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





## SAP User Manual for Accounts Payables Process

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:



## SAP User Manual for Accounts Payables Process

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

**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 Crncy	LCurr	Clrng doc.	Text
		2300000048	KZ	31.03.2020			14.700,00	INR	2300000048	VENDOR PAYMENT
*							14.700,00	INR		
** Account 400011							14.700,00	INR		

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

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

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

SAP provides two transaction codes for manual payment:

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

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

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

##### Pre-requisite:

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

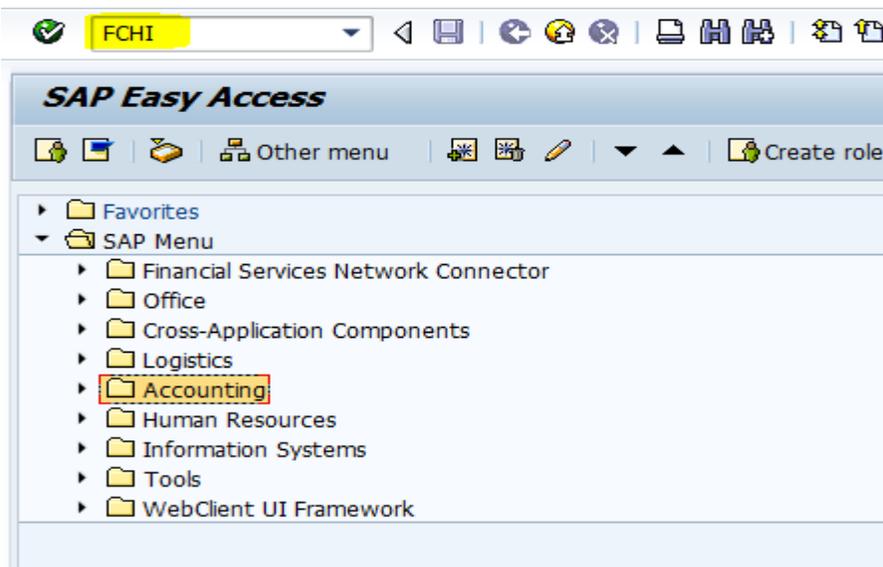
- 1) Payment method "C" cheque should be available
- 2) House bank should be available
- 3) Account ID should be available
- 4) Check lot Number should be maintained in FCHI (Transaction code - FCHI)

## SAP User Manual for Accounts Payables Process

- 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**

## SAP User Manual for Accounts Payables Process

**Check Lots**

Paying company code: 1200 Deendayal Port Trust  
 House bank: 6625  
 Account ID: 6625

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

**Maintain Check Lots**

Paying company code: 1200 Deendayal Port Trust  
 House bank: 6625 ALLAHABAD BANK  
 Account ID: 6625 ALLAHABAD BANK

Check lots						
Lot N...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-seq
1	Cheque Lot I	100001	100100		100001	

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

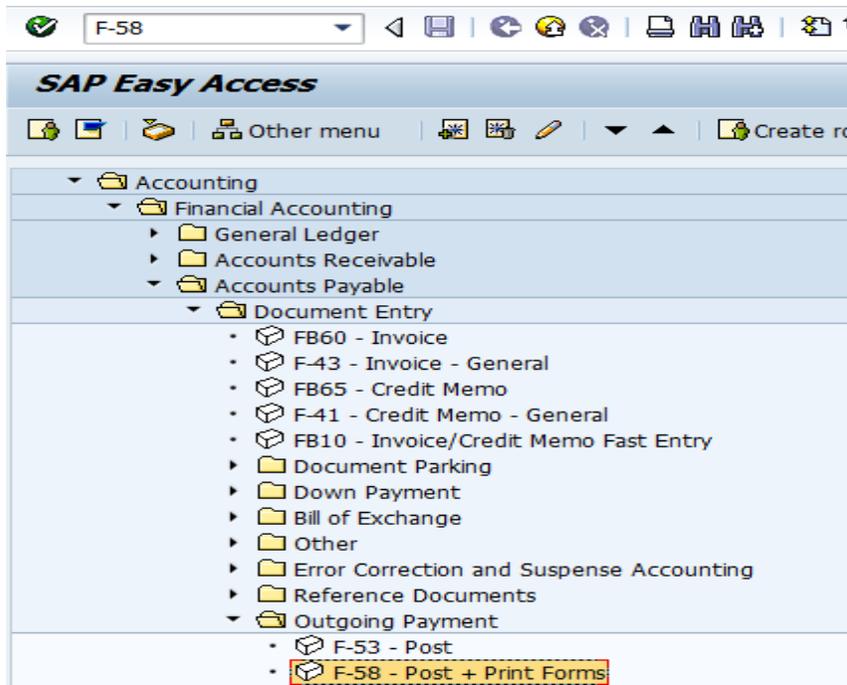
### Transaction Code – F-58:

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



## SAP User Manual for Accounts Payables Process



**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.



## SAP User Manual for Accounts Payables Process

**Payment with Printout: Header Data**

Delete Enter Payments

Payment method and form specifications		Processing type	
Company Code	1200	<input type="checkbox"/> Calculate Payt Amt	
Payment Method	C		
House bank	6625		
Account ID	6625		
Check Lot Number	1		
Alternative Form			
Padding Character			

Output control	
Printer for Forms	LP01
Payt Advice Printer	
	<input checked="" type="checkbox"/> Print Immediately
	<input type="checkbox"/> Recipient's Language
	<input type="checkbox"/> Currency in ISO code
	<input type="checkbox"/> Test Printout
	<input type="checkbox"/> Do Not Void Any Checks

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



## SAP User Manual for Accounts Payables Process

### 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			

Payee

Vendor	400011	Company Code	1200
Customer		Payee	
<input type="checkbox"/> Payment on acct	<input checked="" type="checkbox"/> Payt on Acct		

Paid items

<input checked="" type="checkbox"/> Standard OIs	
Special G/L Ind	A

Additional selections

- None
- Amount
- Others

Select if special GL are needed to be enter

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



## SAP User Manual for Accounts Payables Process

Document Edit Goto Settings Environment System Help

Payment with Printout Process open items

Distribute Difference Charge Off Difference Editing Options 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		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-		
2200000026	KR	25.09.2019	31		0	14.700,00-		
2300000010	KZ	25.09.2019	25		0	780,00		

Processing Status

Number of Items	22	Amount Entered	980,00-
Display from Item	1	Assigned	980,00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	0,00

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

## SAP User Manual for Accounts Payables Process

**Payment with Printout 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 PYMNT			Trading part.BA	

Items in document currency

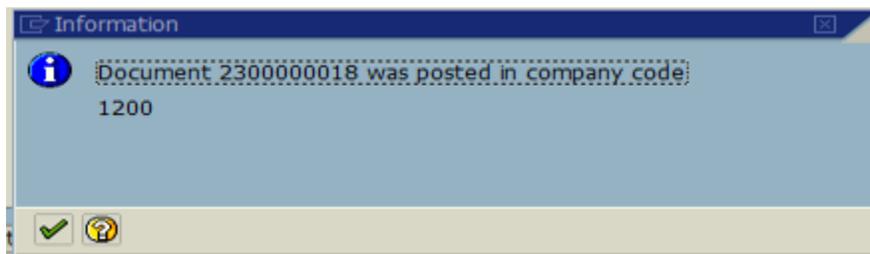
PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK Outg		980,00-	
002	25	0000400011	KUBS IMPEX PRIVATE		980,00	

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

Other line item

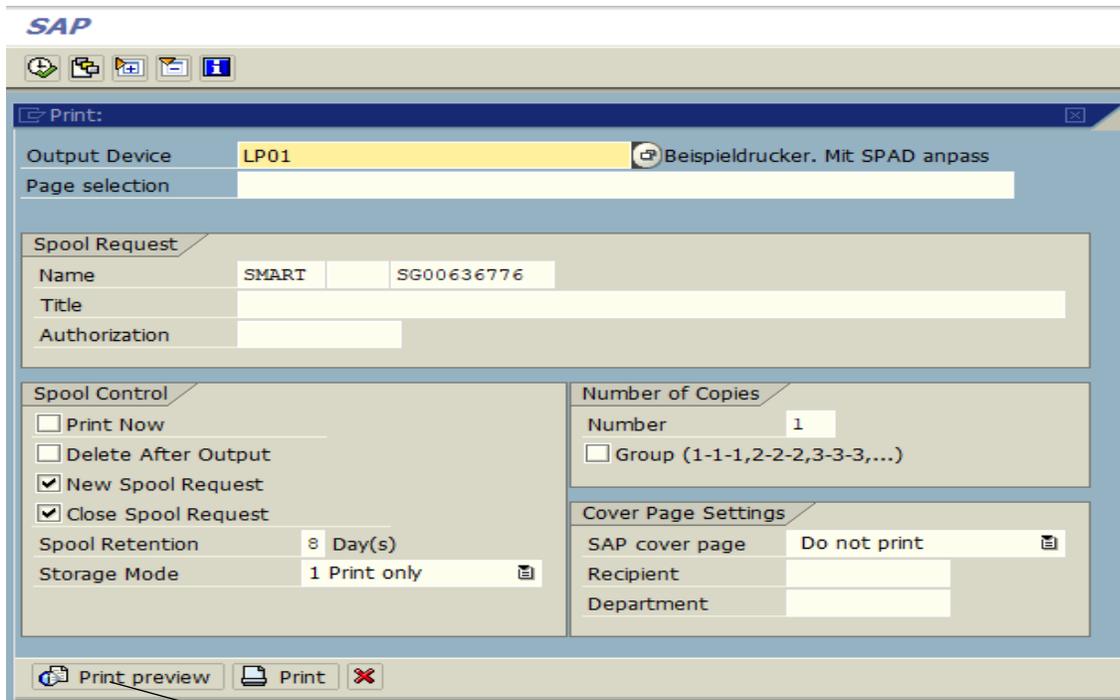
PstKy  Count  SGL Ind  TType  New Co.Code

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



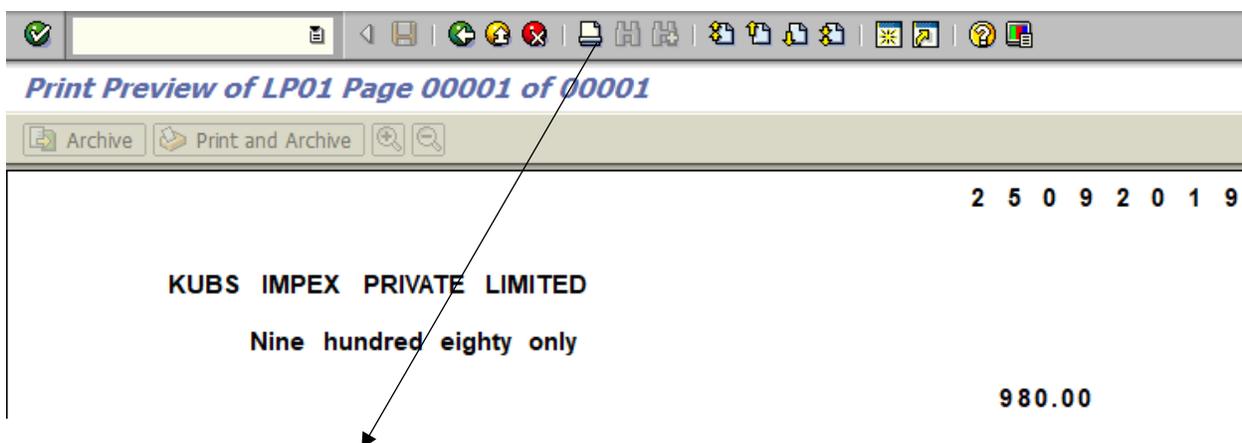
**Step 9:** Press Enter and system will show the message as shown below:

## SAP User Manual for Accounts Payables Process



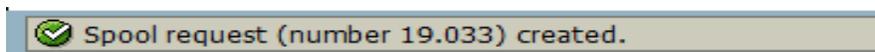
The screenshot shows the SAP Print dialog box. The 'Output Device' is set to 'LP01' and the printer is 'Beispieldrucker. Mit SPAD anpass'. The 'Spool Request' section shows 'Name' as 'SMART' and 'SG00636776'. The 'Spool Control' section has 'Print Now' and 'Delete After Output' unchecked, while 'New Spool Request' and 'Close Spool Request' are checked. 'Spool Retention' is set to 8 days and 'Storage Mode' is '1 Print only'. The 'Number of Copies' is set to 1. The 'Cover Page Settings' section shows 'SAP cover page' as 'Do not print', with 'Recipient' and 'Department' fields empty. At the bottom, there are buttons for 'Print preview', 'Print', and a close button.

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



The screenshot shows the SAP Print Preview window. The title bar reads 'Print Preview of LP01 Page 00001 of 00001'. The main content area displays the text 'KUBS IMPEX PRIVATE LIMITED' and 'Nine hundred eighty only' in the center. To the right, the number '2 5 0 9 2 0 1 9' is displayed in a large font. Below the text, the amount '980.00' is shown. The window includes a toolbar with various icons and buttons like 'Archive' and 'Print and Archive'.

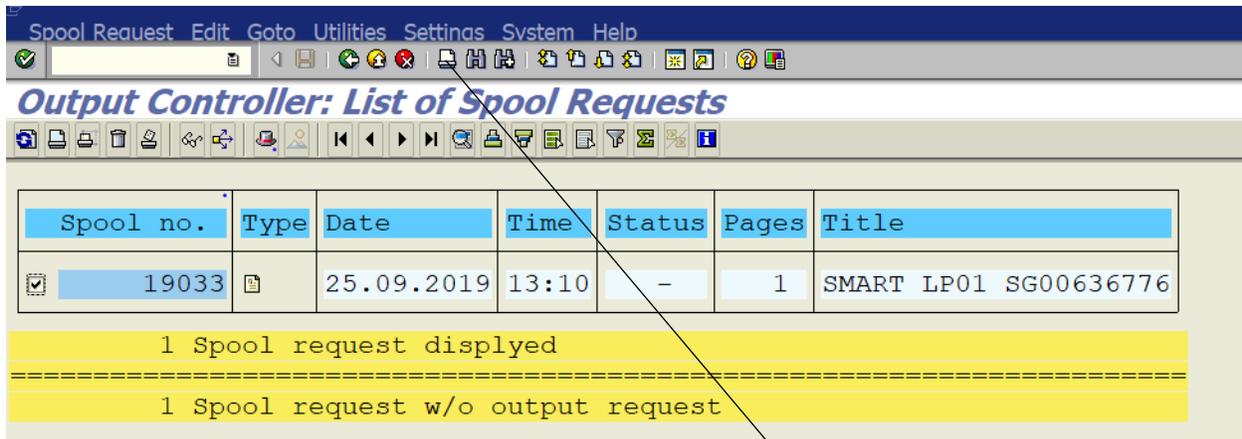
**Step 11:** Then click on “Print” and system will show you below message:



The screenshot shows a message box with a green checkmark icon and the text: "Spool request (number 19.033) created."



## SAP User Manual for Accounts Payables Process



**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**:

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		
	ADV PYMNT	2300000012	KZ	25.09.2019	A		10.000,00	INR		ADV PYMNT
	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
	VENDOR ADV PYMNT	2300000006	KZ	25.09.2019	A		1.500,00	INR		VENDOR ADV PYMNT
	VENDOR DOWN PYMNT	2300000014	KZ	25.09.2019	A		10.000,00	INR		VENDOR DOWN PYMNT
	VENDOR DOWN PYMNT	2300000015	KZ	25.09.2019	A		10.000,00	INR		VENDOR DOWN PYMNT
*							20.920,00	INR		
	DOWN PYMNT	1900000002	KA	25.09.2019	A		1.000,00-	INR	1900000002	VENDOR DOWN PYMNT CLRNG
		2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOICE
		2300000008	KZ	25.09.2019			1.000,00	INR	2300000008	Test1
		2300000008	KZ	25.09.2019	A		1.500,00-	INR	2300000008	Test1
	VENDOR DOWN PYMNT	2300000007	KZ	25.09.2019	A		1.500,00	INR	2300000008	VENDOR DOWN PYMNT
		2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOICE
		2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT
		2300000018	KZ	25.09.2019			980,00	INR	2300000018	VENDOR PYMNT



## SAP User Manual for Accounts Payables Process

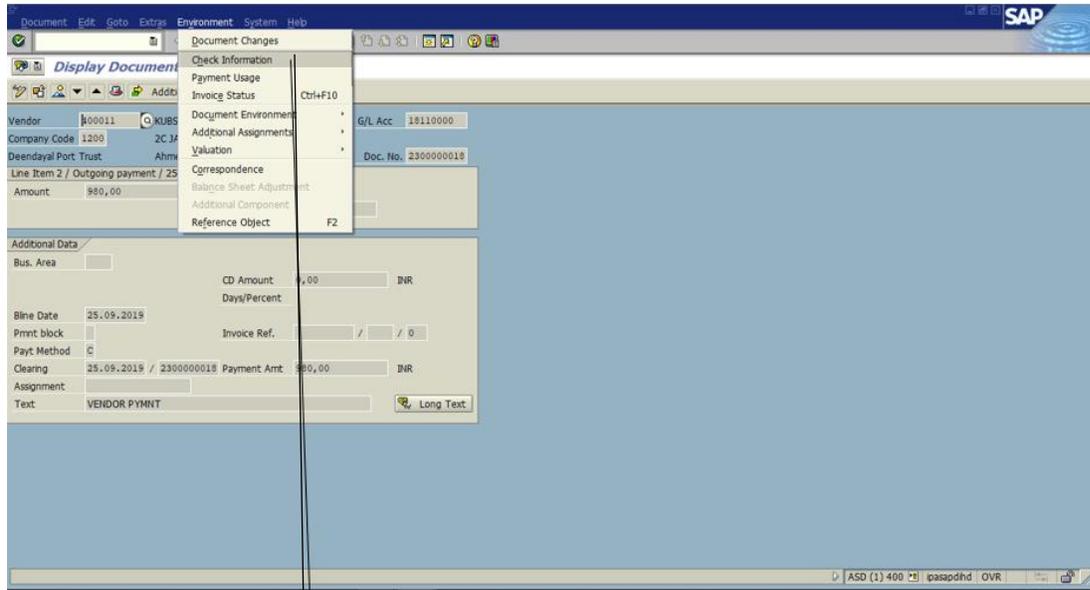
As per above highlighted item it has been cleared after the payment has been made using transaction code **F-58**.

Now Double click on **“Payment document line item”**.

Vendor 400011 KUBS IMPEX PRIVATE LIMITED G/L Acc 18110000  
Company Code 1200 2C JAMALS FAZAL CHAMBERS 2ND FLOOR  
Deendayal Port Trust Ahmedabad Doc. No. 2300000018  
Line Item 2 / Outgoing payment / 25  
Amount 980,00 INR  
Bus. Place/Sectn 1200 /  
Additional Data  
Bus. Area  
CD Amount 0,00 INR  
Days/Percent  
Bline Date 25.09.2019  
Pmnt block  
Payt Method C  
Clearing 25.09.2019 / 2300000018 Payment Amt 980,00 INR  
Assignment  
Text VENDOR PYMNT Long Text

Go to menu bar, click on **“Environment”**.

## SAP User Manual for Accounts Payables Process



Then select “**check information**”.

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

**Display Check Information**

Paying company code: 1200      Payment Doc.No.: 2300000018

---

**Bank details**

House bank	6625	Bank Key	ALLA0212373
Account ID	6625	Bank Account	50181596625
Bank name	ALLAHABAD BANK		
City	GANDHIDHAM		

---

**Check information**

Check number	100002	Currency	INR
Payment Date	25.09.2019	Amount Paid	980,00
Check encashment		Cash discount amount	0,00

---

**Check recipient**

Name	KUBS IMPEX PRIVATE LIMITED
City	Ahmedabad
Payee's country	IN
Regional code	24



## SAP User Manual for Accounts Payables Process

### 13. Check void process

Scenario: If we have 2 Payment Documents

Say Document # 1 & Document # 2

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

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

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

#### Step 1: FB60 Vendor Invoice

Document 2200000037 was posted in company code 1100

#### Step 2: Create Check Lots: FCHI

Check lot Edit Goto System Help

Check Lots

Change status Archive information

Paying company code 1100 Chennai Port Trust

House bank 4378 State Bank Of India

Account ID 4378 Revenue - II

Click on create

Maintain Check Lots

Split lot

Paying company code 1100 Chennai Port Trust

House bank 4378 State Bank Of India

Account ID 4378 Revenue - II

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequen...



## SAP User Manual for Accounts Payables Process

Maintain below details

**Maintain Check Lots**

Split lot

Paying company code	1100	Chennai Port Trust
House bank	4378	State Bank Of India
Account ID	4378	Revenue - II

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequen
1	cheque lot 1	100001	100100			<input type="checkbox"/>

### Step 3: Post Outgoing Payments

Give below details & hit Process Open items or enter



## SAP User Manual for Accounts Payables Process

<b>Post Outgoing Payments: Header Data</b>			
Process Open Items			
Document Date	06.08.2020	Type	KZ
Posting Date	06.08.2020	Period	5
Document Number		Company Code	1100
Reference	123456	Currency/Rate	INR
Doc.Header Text	Vendor payment	Translation dte	
Clearing Text		Cross-CC Number	
		Trading part.BA	
<b>Bank data</b>			
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	
<b>Open item selection</b>		<b>Additional selections</b>	
Account	40001084	<input type="radio"/> None	
Account Type	K	<input type="radio"/> Amount	
Special G/L Ind		<input type="radio"/> Document Number	
Payt Advice No.		<input type="radio"/> Posting Date	
<input type="checkbox"/> Distribute by Age		<input type="radio"/> Dunning Area	
<input type="checkbox"/> Automatic Search		<input type="checkbox"/> Others	

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



# SAP User Manual for Accounts Payables Process

**Post Outgoing Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 40001084 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-	

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



## SAP User Manual for Accounts Payables Process

provide the values as shown above click on “Simulate” button.

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date	06.08.2020	Type	K2	Company Code	1100
Posting Date	06.08.2020	Period	5	Currency	INR
Document Number	INTERNAL	Fiscal Year	2020	Translation dte	06.08.2020
Reference	123456	Cross-CC Number		Trading part.BA	
Doc.Header Text	Vendor payment				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023430010	Revenue II Main A/C		9,810.00-	
002	25	0040001084	ESCHWELLER GMBH & C		9,810.00	

D 9,810.00 C 9,810.00 0.00 \* 2 Line Items

Save

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

Document 2300000008 was posted in company code 1100



## SAP User Manual for Accounts Payables Process

### 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			
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		
Street	HOLZKOPPEIWEG 35, 24118 35	PO Box	
City	GERMANY	PO box post cde	
Country	DE	Post.code	24118
		Regional code	01

Once saved we get the below message

Check 1100 4378 4378 100001 created manually



## SAP User Manual for Accounts Payables Process

Scenario 2: Cheque viod

### Step 1: FB60 Vendor Invoice

Document 2200000038 was posted in company code 1100

### Step 2 : F-53

<b>Post Outgoing Payments: Header Data</b>			
Process Open Items			
Document Date	06.08.2020	Type	KZ
Posting Date	06.08.2020	Period	5
Document Number		Company Code	1100
Reference	1234567	Currency/Rate	INR
Doc.Header Text	Vendor payment	Translation dte	
Clearing Text		Cross-CC Number	
		Trading part.BA	
<b>Bank data</b>			
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	
<b>Open item selection</b>		<b>Additional selections</b>	
Account	40001084	<input type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others	
Account Type	K <input type="checkbox"/> Other Accounts		
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs		
Payt Advice No.			
<input type="checkbox"/> Distribute by Age			
<input type="checkbox"/> Automatic Search			



# SAP User Manual for Accounts Payables Process

**Post Outgoing Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 40001084 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-	

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

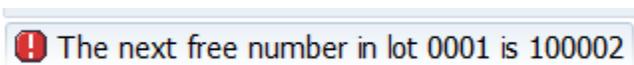
### Step 3 : Assign check number FCHI



## SAP User Manual for Accounts Payables Process

Payment Document Number	2300000009	
Paying company code	1100	Chennai Port Trust
Fiscal Year	2020	
<b>Check</b>		
House bank	4378	State Bank Of India
Account ID	4378	Revenue - II
Check number	100001	

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



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

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



## 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

Check data

House bank	<input type="text" value="4378"/>
Account ID	<input type="text" value="4378"/>
Check number	<input type="text" value="100001"/> to <input type="text"/>

Delete voided checks ;

Check 100001

Should information be deleted ? ;

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



## SAP User Manual for Accounts Payables Process

Check Edit Goto Extras Environment System Help

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

Payt Advice Printer

Print Immediately

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



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP Print dialog box with the following fields and options:

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

Buttons at the bottom: Print preview, Print, and a close button.

Enter the output device and click on print preview

The screenshot shows the SAP Print Preview window with the following content:

**Print Preview of ZLP01 Page 00001 of 00001**

Archive Print and Archive

A/C Payee	1 6 0 6 2 0 2 0
ALEX CHEMICAL & INDUSTRIES	
Nine hundred eighty six only	
	986.00



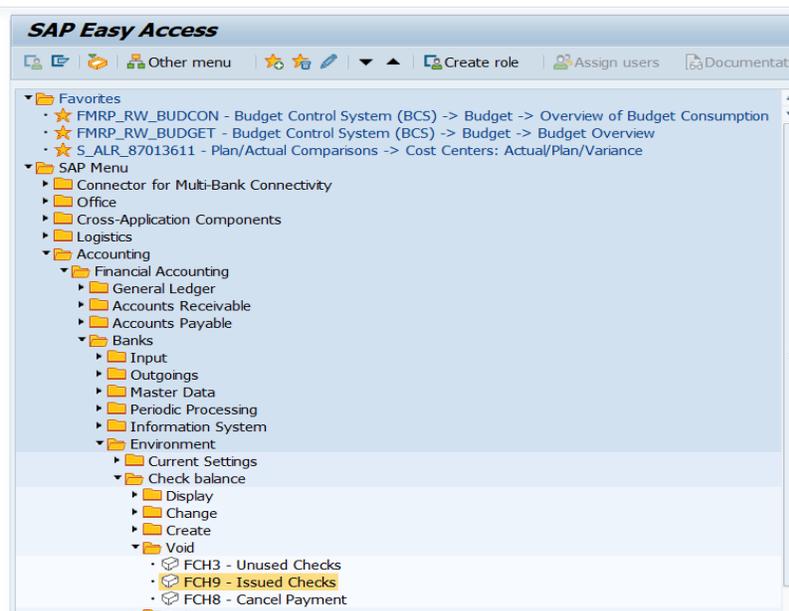
## SAP User Manual for Accounts Payables Process

### 14. Check Cancellation 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

Void Issued Checks

Void

Paying company code: 1100 Chennai Port Trust

Bank data

House bank	4378	Bank Key	
Account ID	4378	Bank Account	

Check to be voided

Check number	100001	
Void reason code	5	Printed incorrectly

Click on void for cancelation of cheque

✓ Check 100001 voided, payment document not reversed

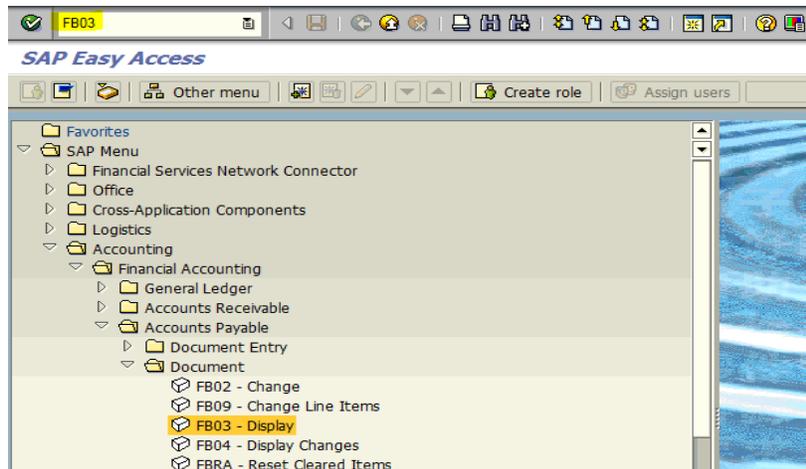
**Display of posted document:**

**FB03 – Display of posted Document:**

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

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

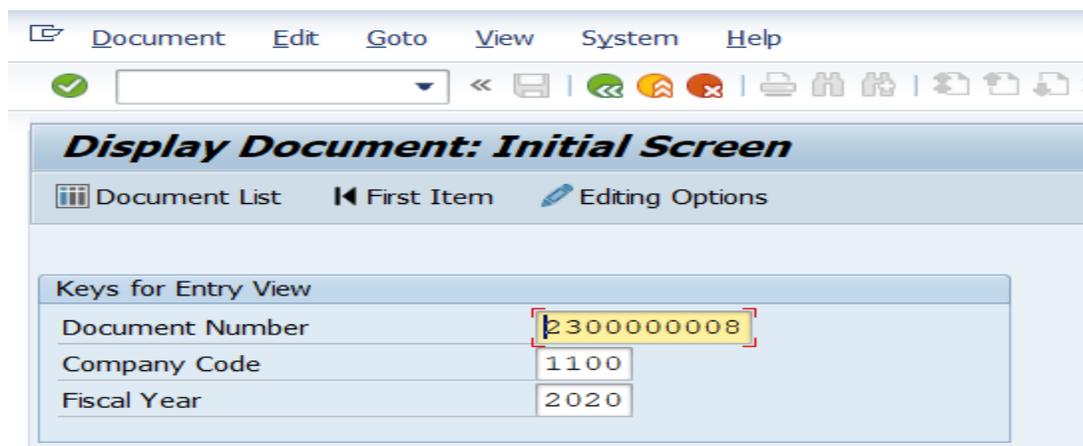
## SAP User Manual for Accounts Payables Process



**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**





## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP 'Display Document: Data Entry View' interface. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment (highlighted), System, and Help. The toolbar contains various icons for navigation and actions. The main area is titled 'Data Entry View' and contains several input fields for document details.

CoCd	Item	Key S...	Account	Description	Amount	Curr.	Tx	Cost Center
1100	1	50	23430010	Revenue II Main A/C	9,810.00-	INR		
	2	25	40001084	ESCHWELLER GMBH & CO KG	9,810.00	INR		

**Step 3:** Go to environment and click on check information



## SAP User Manual for Accounts Payables Process

**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**

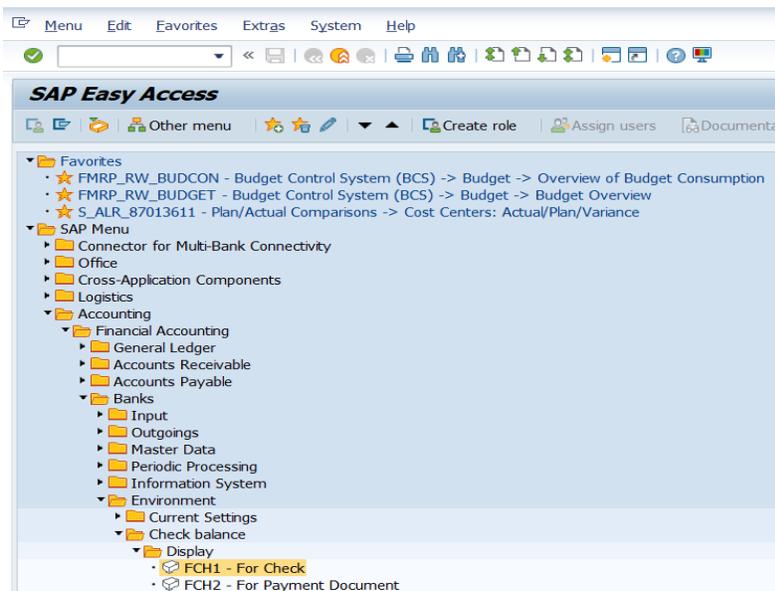
Currency	INR	Amount Paid	9,810.00
Payment Date	06.08.2020	Cash discount amount	0.00
Name	ESCHWELLER GMBH & CO KG		
City	GERMANY		
Payee's country	DE		
Regional code	01		

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

**Check Register**

Payroll Checks

Paying Company Code	1100	to		
House bank	4378	to		
Account ID	4378	to		

**General Selections**

Bank Key		to		
Bank Account		to		
Check number	100001	to		
Currency		to		
Amount		to		

**Output Control**

List of Outstanding Checks

Additional Heading: \_\_\_\_\_

**Items paid**

W/out line items

Layout: \_\_\_\_\_

With Line Items

Layout: \_\_\_\_\_



# SAP User Manual for Accounts Payables Process

**Check Register**

Chennai Port Trust      Check Register      06.08.2020 / 16:04:49  
 Chennai      User: M200596723  
 Company code 1100      Page: 1

Bank 4378      State Bank Of India      Chennai  
 Bank Key SBIN0018529  
 Acct number 4378      10885904378

Checks created manually

Check Number from To	Payment	Print Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
100001	2300000008	06.08.2020			voided by M200596723 - Printed incorrectly	06.08.2020
* Payment Method Checks created manually						

Total of all entries      Check Register      06.08.2020 / 16:04:49  
 User: M200596723  
 Page: 2

Check Number from To	Payment	Print Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
**						

In check register screen we can find all checks history

## 15. Automatic Payment Program:

Confidential Document

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## 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.

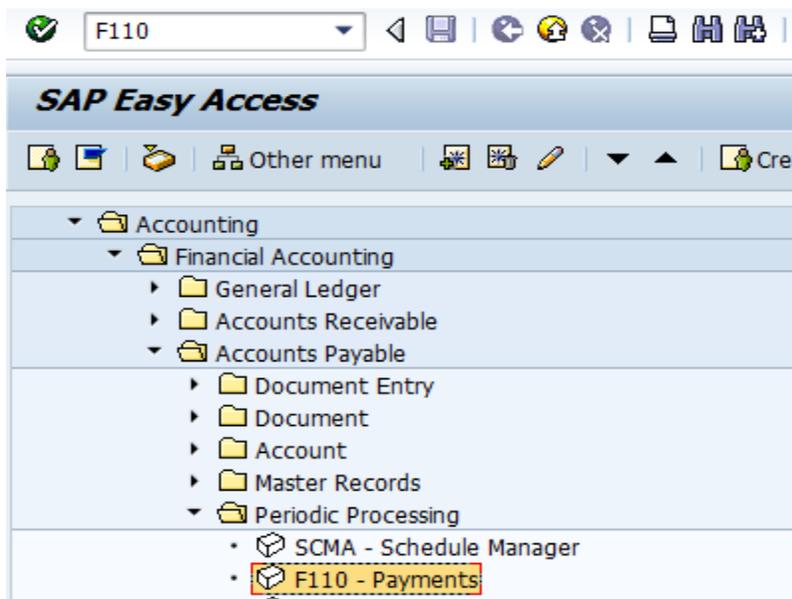
## SAP User Manual for Accounts Payables Process

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

Confidential Document

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## SAP User Manual for Accounts Payables Process

**Automatic Payment Transactions: Status**

Status

Run Date: 30.09.2019

Identification: APP1

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

Status

No parameters entered as yet

**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.

## SAP User Manual for Accounts Payables Process

**Automatic Payment Transactions: Parameters**

B.ex./pmt request...

Run Date: 30.09.2019  
Identification: APP1

Stat... Parameter Free selectio... Additional Lo... Printout/data mediu...

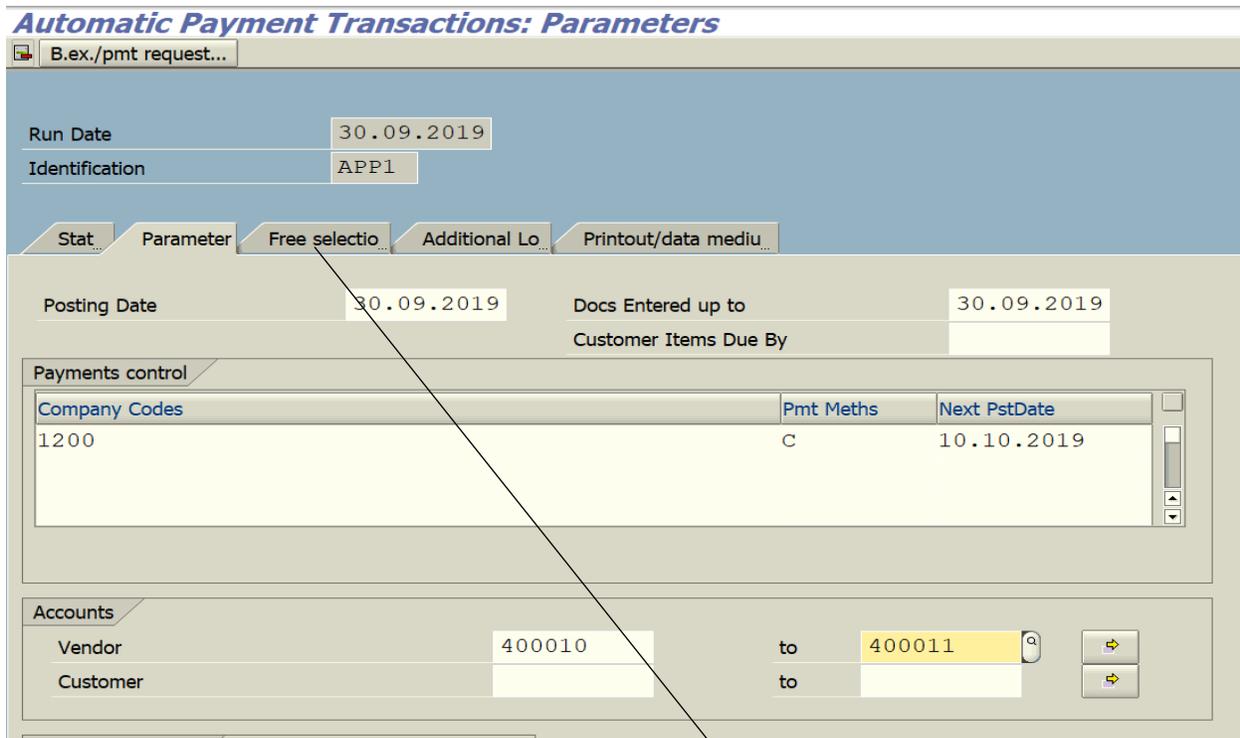
Posting Date: 30.09.2019 Docs Entered up to: 30.09.2019  
Customer Items Due By:

Payments control

Company Codes	Pmt Meths	Next PstDate
1200	C	10.10.2019

Accounts

Vendor: 400010 to 400011  
Customer: to



**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.



## SAP User Manual for Accounts Payables Process

**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		<input type="checkbox"/> Exclude values
Values		
Field Name		<input type="checkbox"/> Exclude values
Values		
Field Name		<input type="checkbox"/> Exclude values
Values		
Field Name		<input type="checkbox"/> 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.

## SAP User Manual for Accounts Payables Process

**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.





## SAP User Manual for Accounts Payables Process

**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

PAR\_RCHK: 1

SEL\_WAER: to

SEL\_VBLN: to

Print control

Print checks	<input checked="" type="checkbox"/>	Printer	LP01	<input checked="" type="checkbox"/> Print Immediately
Print payment advice notes	<input checked="" type="checkbox"/>	Printer	LP01	<input checked="" type="checkbox"/> Print Immediately
Print Payment Summary	<input checked="" type="checkbox"/>	Printer	LP01	<input checked="" type="checkbox"/> Print Immediately
<input checked="" type="checkbox"/> Payment Summary as ALV	Layout			<input type="checkbox"/> 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: to

Further selections

SEL\_ZAWE

SEL\_UZAW

SEL\_GSBR: to

SEL\_HBKI: 6625

Maint. variant APP1 PRINT

Leave value maintenance:  
Save values?

Yes No Cancel

## SAP User Manual for Accounts Payables Process

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

**Variant Attributes**

Use Screen Assignment

Variant Name: APP1 PRINT

Description: **VARIANT FOR APP1**

Only for Background Processing  
 Protect Variant  
 Only Display in Catalog  
 System Variant (Automatic Transport)

Screen Assignment

Created	Selection Screen
<input checked="" type="checkbox"/>	1000

Technical name

Objects for selection screen

Selection Screen	Field name	Type	Protect field	Hide field	Hide field 'TO'	Save field without values	Switch GPA off	Required field	Selection variab
1,000	Program run date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Identification feature	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Proposal run only	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Paying company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Sending company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_ZAWE	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_UZAW	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_GSBR	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_HBKI	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_HKTI	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	PAR_STAP	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	PAR_RCHK	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	SEL_WAER	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Variant APP1 PRINT saved

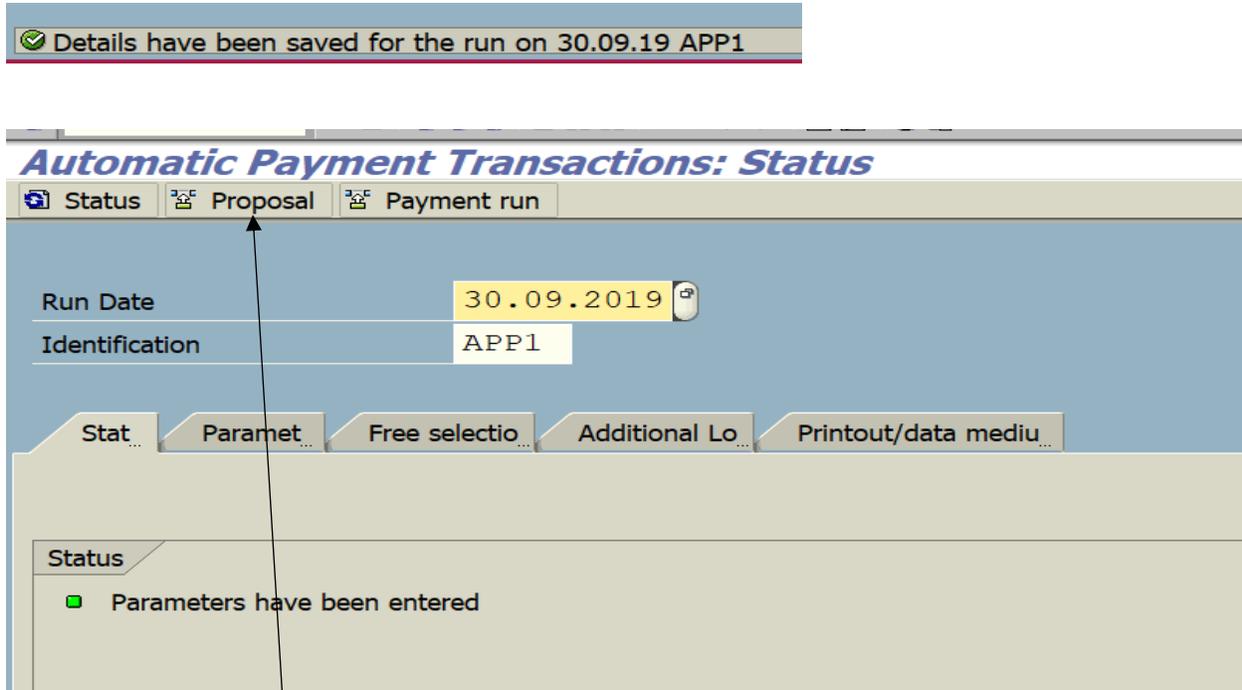
## SAP User Manual for Accounts Payables Process

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.



## SAP User Manual for Accounts Payables Process

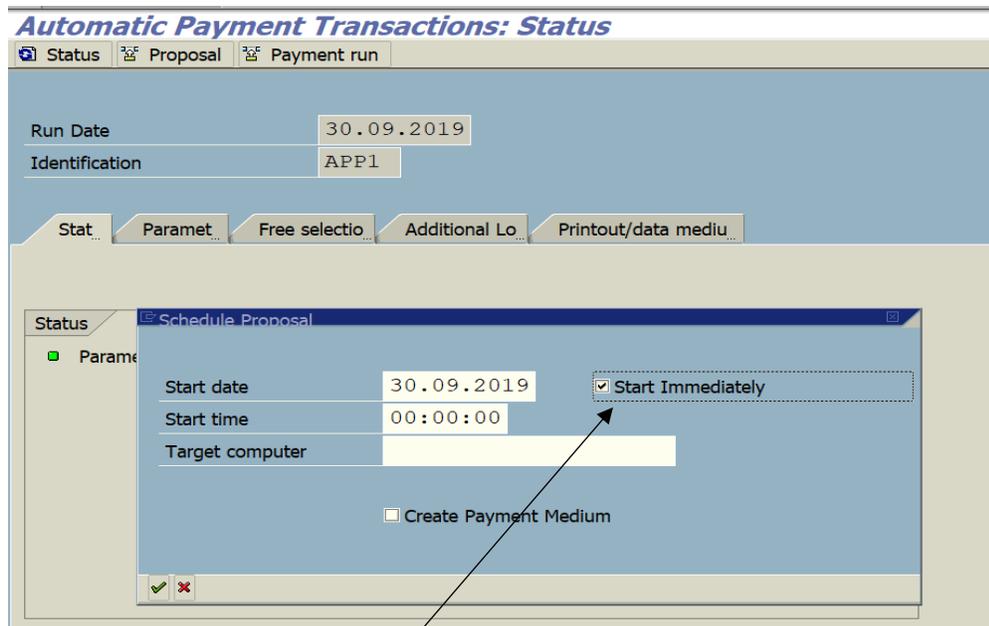


### Step 14: Click on “Proposal”

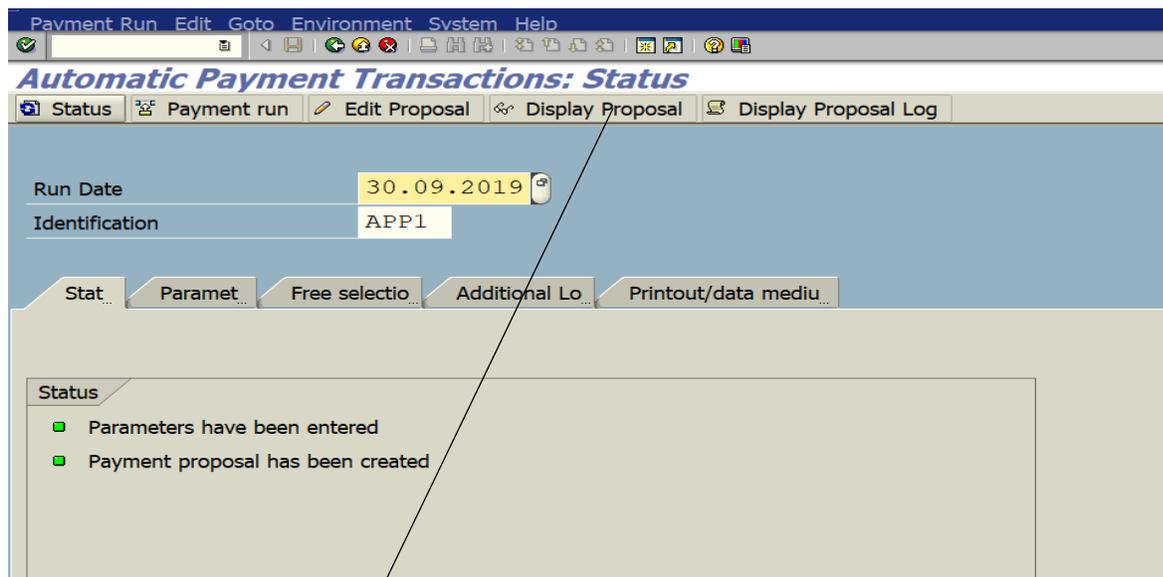
The payment run can now be processed directly or first the proposal may be executed. The proposal does not make the actual payments by posting documents but shows a simulation of the payment run.

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



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



**Step 16:** Click on “display Proposal”



## SAP User Manual for Accounts Payables Process

### Display Payment Proposal: Payments

Run On: 30.09.2019 APP1 Snd. CC: 1200

Payments/exceptions

Type	Type	Vendor	Customer	Payment recipient	Payment	A	Currency	BusA	BP	Name 1	City
■	■	400010			F11000001		INR			JAI BALAJI &CO	Ahmedabad
■	■	400011			F11000002		INR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad
■	■	400011					INR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad

**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.

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 18:** Click on “Edit proposal”



## SAP User Manual for Accounts Payables Process

**Payment Proposal**

Run Date: 30.09.2019  
 Identification: APP1  
 Paying company code: 1200  
 Sending company code: 1200

Edit Proposal

Accounting clerk

All Accounting Clerks  
 Selected Accounting Clerk

Step 19: Press Enter.

**Edit Payment Proposal: Payments**

Choose Change Back from find Recalculate withholding tax

Run On: 30.09.2019 APP1 Snd. CC: 1200

Type	Type	Vendor	Customer	Payment recipient	Payment	A	Currency	BusA	BP	Name 1	City
		400010			F110000001		INR			JAI BALAJI &CO	Ahmedabad
		400011			F110000002		INR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad
		400011					INR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad

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

**Edit Payment Proposal: Open Items**

Change Back from find Withholding Tax Recalculate withholding tax

Run On: 30.09.2019 APP1 Snd. CC: 1200

Selected Group

Vendor: 400011 Currency: Payment Method:  
 Customer: Business Area: House Bank:

Ch	CoCd	DocumentNo	Year	Item	Branch account	P	Currency	House	BnKT	Err	Reference	Ty	Posting Date	Document Date	A	Key	G/L Account
	1200	2300000013	2019	2			INR			050	DEPT/INV/2019	KZ	25.09.2019	25.09.2019	K	25	18110000
	1200	2300000025	2019	2			INR			050	DEPT/INV/2019	KZ	25.09.2019	25.09.2019	K	25	18110000

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

## SAP User Manual for Accounts Payables Process

**Edit Payment Proposal: Open Items**

Change Back from find Withholding Tax Recalculate withholding tax

Run On 30.09.2019 APP1 Snd. CC 1200

Change Line Items

Selected Group

Vendor Block Payment method

Customer Payment block Payment Method Pmt meth.supl.

Exceptions

Payment terms

Baseline Date 29.09.2019

Days/percent 0 0.000 / 0 0.000 / 0

CD Base 0.00 INR

Cash discount

CD Amount

Note

Item cannot be paid due to inconsistent withholding tax information

Choose cash discount Reallocate... ✓ ✗

Ch	CoCd	Ty	Posting Date	Document Date	A	Key	G/L Account
1200		KZ	25.09.2019	25.09.2019	K	25	18110000
1200		KZ	25.09.2019	25.09.2019	K	25	18110000

**Step 27:** Click on “Reallocate”.

**Edit Payment Proposal: Open Items**

Change Back from find Withholding Tax Recalculate withholding tax

Run On 30.09.2019 APP1 Snd. CC 1200

Change Line Items

Selected Group

Vendor Block Payment method

Customer Payment block Payment Method Pmt meth.supl.

Exceptions

Payment terms

Baseline Date 29.09.2019

Days/percent 0 0.000 / 0 0.000 / 0

CD Base 0.00 INR

Cash discount

CD Amount

Note

Item cannot be paid due to inconsistent withholding tax information

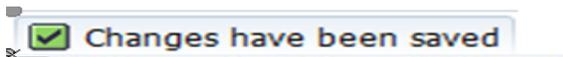
Choose cash discount Reallocate... ✓ ✗

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



## 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.



## SAP User Manual for Accounts Payables Process

**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

Step 32: Click on "Payment Run" to complete the process.



## SAP User Manual for Accounts Payables Process

**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 Schedule Payment

- Paramet
- Payme

Start date 30.09.2019  Start Immediately

Start time 00:00:00

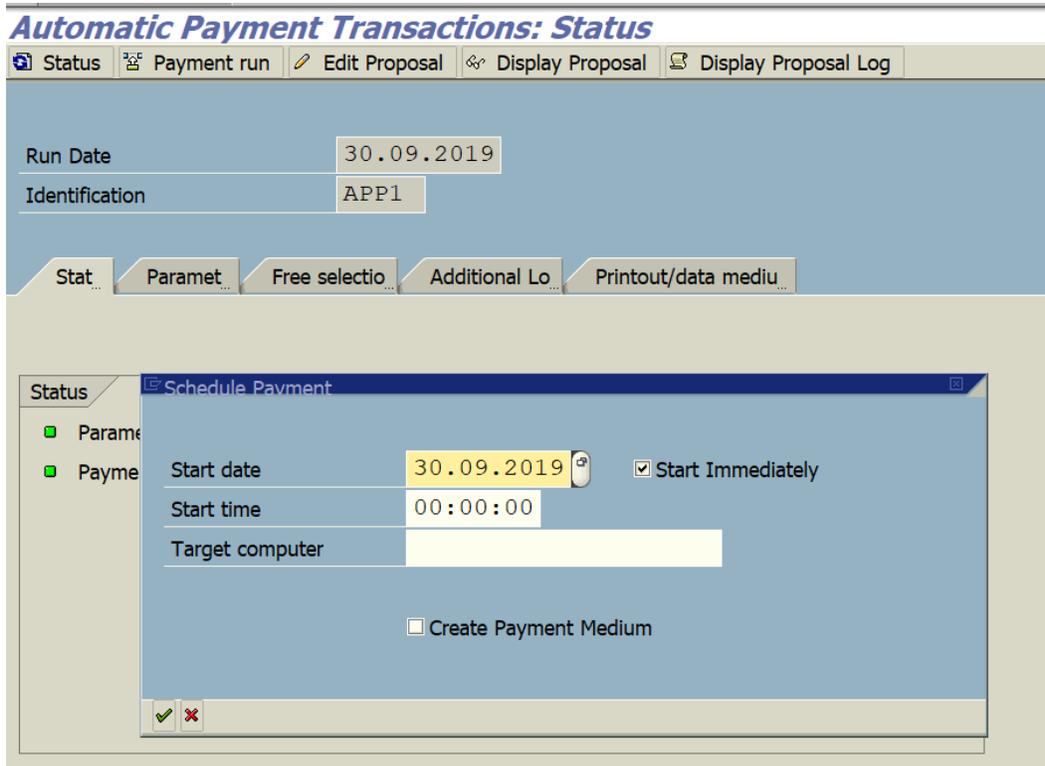
Target computer

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.

## SAP User Manual for Accounts Payables Process



**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...

**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.



**Automatic Payment Transactions: Status**

Status 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 run is running

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



## SAP User Manual for Accounts Payables Process

**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**

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.
<input type="checkbox"/>	<input type="checkbox"/>	2300000013	KZ	25.09.2019		<input type="checkbox"/>	5,300.00	INR	
<input type="checkbox"/>	<input type="checkbox"/>	2300000025	KZ	25.09.2019		<input type="checkbox"/>	780.00	INR	
*	<input type="checkbox"/>						6,080.00	INR	



## SAP User Manual for Accounts Payables Process

**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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3800000002	ZP	30.09.2019			199,000.00	INR	3800000002
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3800000002	ZP	30.09.2019			104,500.00	INR	3800000002
*	<input checked="" type="checkbox"/>						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:



## SAP User Manual for Accounts Payables Process

### 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000028	KR	25.09.2019			10.000,00-	INR		VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/> VENDOR PYMNT	2300000019	KZ	25.09.2019	A		10.000,00	INR		ADV PYMNT
*	<input checked="" type="checkbox"/>						0,00	INR		
** Account 400013							0,00	INR		

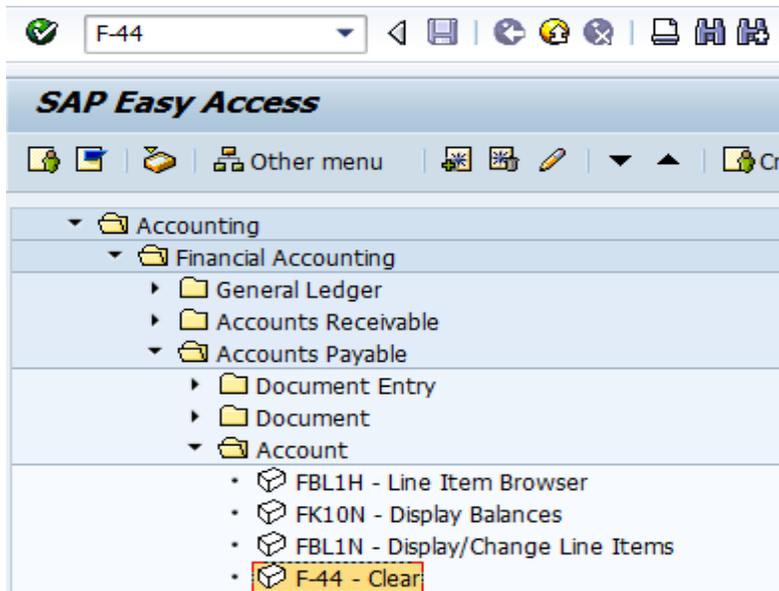
As per the above screen, shown debit and credit line items values are matching with zero balance but document line items are not cleared and still in open item status. This case we can use manual clearing process to clear the document line items.

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**



## SAP User Manual for Accounts Payables Process

### Clear Vendor: Header Data

Process Open Items

Account	400013	Clearing Date	25.09.2019	Period	€
Company Code	1200	Currency	INR		

Open Item Selection

Special G/L Ind   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 <input checked="" type="checkbox"/> Standard OIs

Posting Date

From	To
25.09.2019	

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



## SAP User Manual for Accounts Payables Process

Document Edit Goto Settings Environment System Help

Clear Vendor Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 400013 MADRAS MARINE INDUSTRIES

Assignment	Document ...	D...	P...	Posting Date	Document ...	INR Gross	CashDiscount	CDPer.
	2200000028	KR	31	25.09.2019	25.09.2019		10.000,00	
VENDOR P...	2300000019	KZ	29	25.09.2019	25.09.2019		10.000,00	

Processing Status

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

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



### SAP User Manual for Accounts Payables Process

**Clear Vendor Display Overview**

Display Currency Taxes Reset

Document Date	25.09.2019	Type	AB	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	25.09.2019
Reference		Cross-CC Number			
Doc.Header Text		Trading part.BA			

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	27	0000400013	MADRAS MARINE INDUS		10.000,00	
002	39A	0000400013	MADRAS MARINE INDUS		10.000,00-	V0

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

**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:**



## SAP User Manual for Accounts Payables Process

**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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000010	AB	25.09.2019			10.000,00	INR	1100000010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000010	AB	25.09.2019	A		10.000,00-	INR	1100000010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000028	KR	25.09.2019			10.000,00-	INR	1100000010	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VENDOR PYMNT	KZ	25.09.2019	A		10.000,00	INR	1100000010	ADV PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000027	KR	25.09.2019			15.000,00-	INR	2300000017	VENDOR INVOICE 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000017	KZ	25.09.2019			15.000,00	INR	2300000017	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000017	KZ	25.09.2019	A		10.000,00-	INR	2300000017	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VENDOR DOWN PYMNT	KZ	25.09.2019	A		10.000,00	INR	2300000017	VENDOR DOWN PYMNT
*	<input checked="" type="checkbox"/>						0,00	INR		
** Account 400013							0,00	INR		

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

### 17.Reverse a Document:

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

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

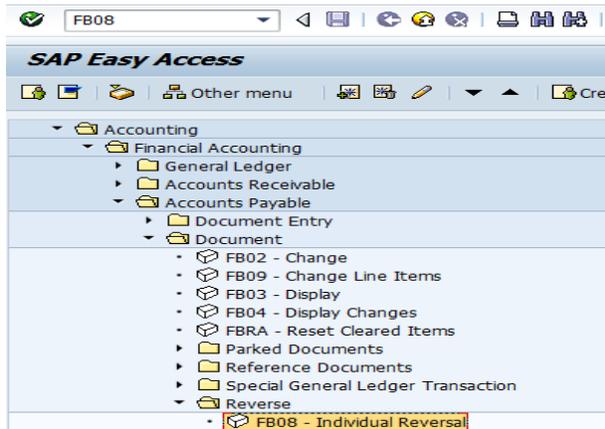
Now the business wants to reverse the document.

In SAP system, document can be reversed either through transaction (FB08- Individual reversal) or F.08 – Mass reversal



## SAP User Manual for Accounts Payables Process

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



**FBL1N: Vendor Line item report:**

**Vendor Line Item Display**

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

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clng 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
		2200000020	KR	24.09.2019			980,00-	INR		VENDOR INVOICE
		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
		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
	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
*							221.360,00-	INR		
**	Account 400011						221.360,00-	INR		

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



## 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**

The screenshot shows the 'Reverse Document: Header Data' screen in SAP. At the top, there are three buttons: 'Display Before Reversal', 'Document List', and 'Mass Reversal'. Below these are three sections: 'Document Details', 'Specifications for Reverse Posting', and 'Check management specifications'. The 'Document Details' section contains fields for Document Number (2200000020), Company Code (1200), and Fiscal Year (2019). The 'Specifications for Reverse Posting' section contains fields for Reversal Reason (01), Posting Date, Tax Reporting Date, and Posting period. The 'Check management specifications' section contains a field for Void reason code.

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



## SAP User Manual for Accounts Payables Process

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.

Document Details

Document Number: 2200000020  
 Company Code: 1200  
 Fiscal Year: 2019

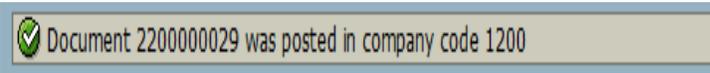
Specifications for Reverse Posting

Reversal Reason: 01  
 Posting Date:   
 Tax Reporting Date:   
 Posting period:   
 Check management specifications  
 Void reason code:



### SAP User Manual for Accounts Payables Process

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



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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000004	KR	18.09.2019			9.800,00-	INR	2200000005	Vendor invoice with TDS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000005	KR	18.09.2019			9.800,00	INR	2200000005	Vendor invoice with TDS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000006	KR	19.09.2019			9.800,00-	INR	2200000007	TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000007	KR	19.09.2019			9.800,00	INR	2200000007	TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000008	KR	19.09.2019			9.800,00-	INR	2200000009	TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000009	KR	19.09.2019			9.800,00	INR	2200000009	TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000020	KR	24.09.2019			980,00-	INR	2200000029	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000029	KR	24.09.2019			980,00	INR	2200000029	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1900000001	KA	18.09.2019			12.000,00	INR	2300000002	Clearing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000003	KR	18.09.2019			15.000,00-	INR	2300000002	Vendor Invoice
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000002	KZ	18.09.2019			3.000,00	INR	2300000002	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000008	KZ	25.09.2019			1.000,00	INR	2300000008	Test1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000016	KR	23.09.2019			980,00-	INR	2300000018	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000018	KZ	25.09.2019			980,00	INR	2300000018	VENDOR PYMNT
* <input checked="" type="checkbox"/>							0,00	INR		
**	Account 400011						220.380,00-	INR		

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



## SAP User Manual for Accounts Payables Process

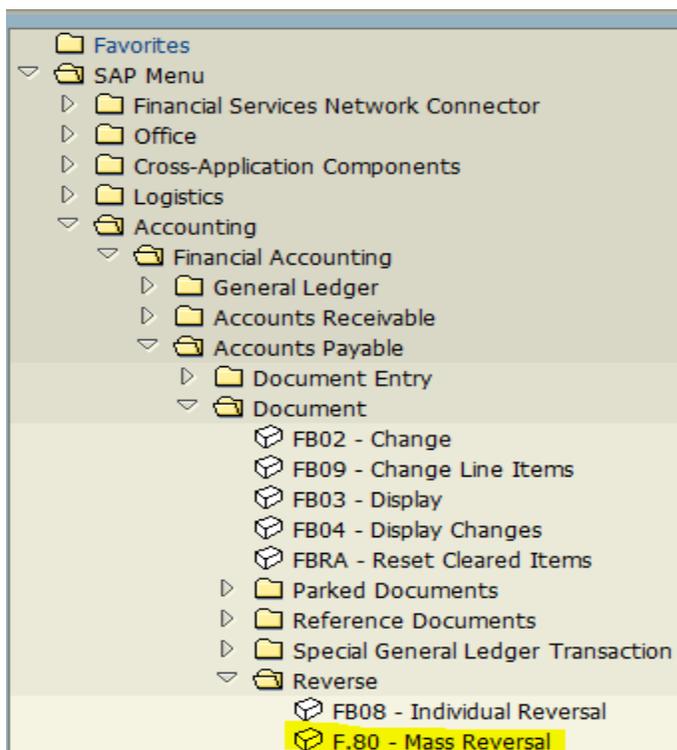
### Mass Reversal:

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.



## SAP User Manual for Accounts Payables Process

### Mass Reversal of Documents: Initial Screen

Company code	1200	to		→
Document Number	2200000021	to	2200000022	→
Fiscal Year	2019	to		→
Ledger	0L			
<b>General selections</b>				
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		→
<b>Reverse posting details</b>				
Reason for reversal	01			
Posting Date				
Posting period				
Tax Reporting Date				
<input checked="" type="checkbox"/> Test Run				
<b>Cross-company code transactions</b>				
<input checked="" type="radio"/> Do not process				
<input type="radio"/> Process				
<input type="radio"/> Relevant docs if possible				
<input type="radio"/> Only reverse completely				

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



## SAP User Manual for Accounts Payables Process

### 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:**



### SAP User Manual for Accounts Payables Process

#### Vendor Line Item Display

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
<input type="checkbox"/>		2200000026	KR	25.09.2019			14.700,00-	INR		VENDOR INVOICE
<input type="checkbox"/>		2300000010	KZ	25.09.2019			780,00	INR		
<input type="checkbox"/>		2300000011	KZ	25.09.2019			200,00	INR		
<input type="checkbox"/>		2300000013	KZ	25.09.2019			5.300,00	INR		
<input type="checkbox"/>	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
<input type="checkbox"/>	TRANSFER	1100000009	AB	25.09.2019			1.200,00-	INR		TRANSFER
							8.620,00-	INR		
<input type="checkbox"/>		2200000021	KR	25.09.2019			980,00-	INR	2200000030	VENDOR INVOICE
<input type="checkbox"/>		2200000030	KR	25.09.2019			980,00	INR	2200000030	VENDOR INVOICE
<input type="checkbox"/>		2200000022	KR	25.09.2019			980,00-	INR	2200000031	VENDOR INVOICE
<input type="checkbox"/>		2200000031	KR	25.09.2019			980,00	INR	2200000031	VENDOR INVOICE
<input type="checkbox"/>		2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOICE
<input type="checkbox"/>		2300000008	KZ	25.09.2019			1.000,00	INR	2300000008	Test1
<input type="checkbox"/>		2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOICE
<input type="checkbox"/>		2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT
<input type="checkbox"/>		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.



## SAP User Manual for Accounts Payables Process

### Business Scenario:

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

### FBL1N: Vendor line item report:

*Vendor Line Item 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000010	AB	25.09.2019			10.000,00	INR	1100000010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000028	KR	25.09.2019			10.000,00-	INR	1100000010	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000027	KR	25.09.2019			15.000,00-	INR	2300000017	VENDOR INVOICE 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000017	KZ	25.09.2019			15.000,00	INR	2300000017	VENDOR PYMNT
*	<input checked="" type="checkbox"/>						0,00	INR		
** Account 400013							0,00	INR		

Vendor: \*  
Company Code: \*  
Name: \*  
City: \*

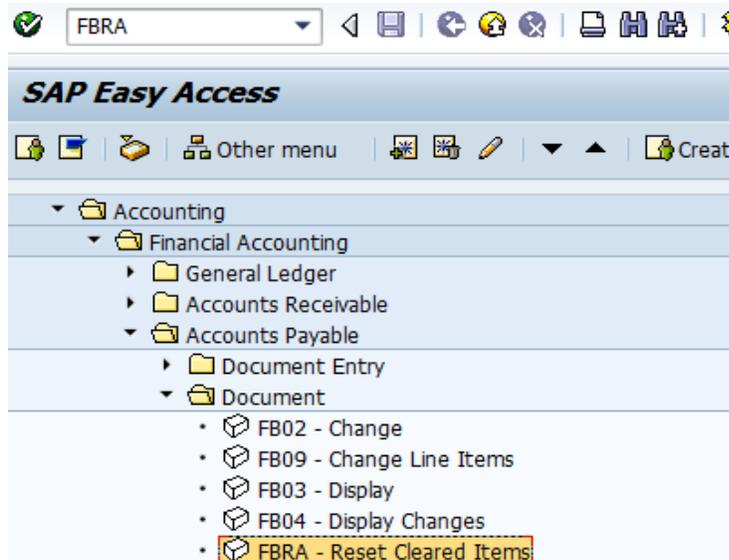
St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
***							0,00	INR		

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

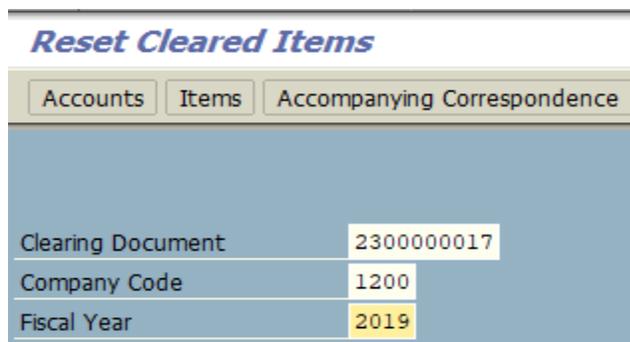
## SAP User Manual for Accounts Payables Process



**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**



The screenshot shows the 'Reset Cleared Items' screen. The 'Accounts' tab is selected. The input fields are:

Field	Value
Clearing Document	2300000017
Company Code	1200
Fiscal Year	2019

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

## SAP User Manual for Accounts Payables Process

**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 items, it is also possible to reverse the clearing document.

Only resetting  
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

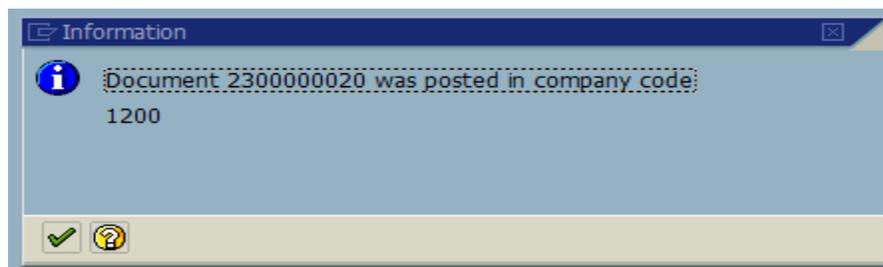
✓ ✗

**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



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



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

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



## SAP User Manual for Accounts Payables Process

**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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000027	KR	25.09.2019			15.000,00-	INR		VENDOR INVOICE 1
*	<input checked="" type="checkbox"/>						15.000,00-	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000010	AB	25.09.2019			10.000,00	INR	1100000010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000028	KR	25.09.2019			10.000,00-	INR	1100000010	VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000017	KZ	25.09.2019			15.000,00	INR	2300000020	VENDOR PYMNT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000020	KZ	25.09.2019			15.000,00-	INR	2300000020	VENDOR PYMNT
*	<input checked="" type="checkbox"/>						0,00	INR		
** Account 400013							15.000,00-	INR		

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

### >> Posting with reference:

#### Functionality:

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

#### Scenario:

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

## SAP User Manual for Accounts Payables Process

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:

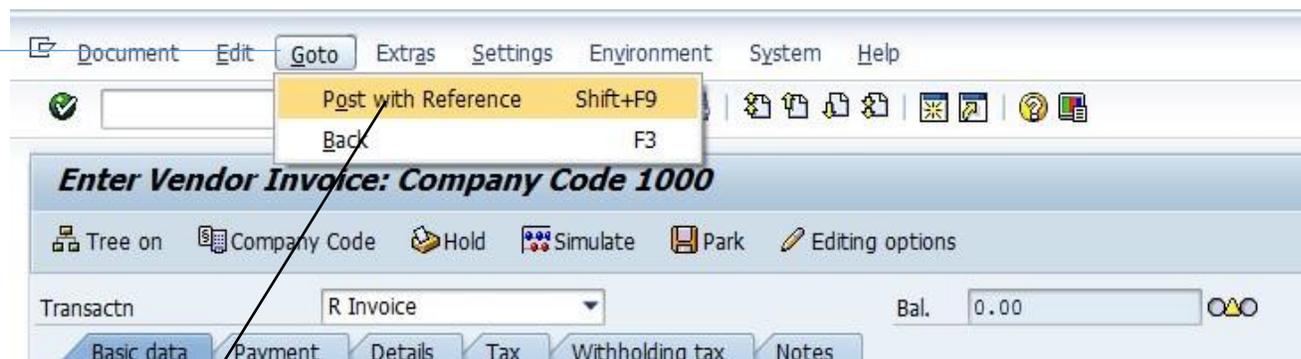
*Vendor Line Item Display*

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		

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.



## SAP User Manual for Accounts Payables Process

Document | Edit | Goto | Extras | Settings | Environment | System | Help

Post Document: Header Data

Reference

Document Number	2200000026
Company Code	1200
Fiscal Year	2019

Flow control

- Generate Inverse Posting
- Enter G/L Account Items
- Do Not Propose Amounts
- Recalculate Days and Percentages
- Display Line Items
- Copy Texts
- Transfer functional area
- Recalculate Local Currency Amounts
- Copy Segment and Partner Segment

**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



## SAP User Manual for Accounts Payables Process

*Post Document: Header Data*

Reference	
Document Number	2200000026
Company Code	1200
Fiscal Year	2019

Flow control	
<input type="checkbox"/>	Generate Inverse Posting
<input type="checkbox"/>	Enter G/L Account Items
<input type="checkbox"/>	Do Not Propose Amounts
<input type="checkbox"/>	Recalculate Days and Percentages
<input checked="" type="checkbox"/>	Display Line Items
<input checked="" type="checkbox"/>	Copy Texts
<input type="checkbox"/>	Transfer functional area
<input type="checkbox"/>	Recalculate Local Currency Amounts
<input type="checkbox"/>	Copy Segment and Partner Segment

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



## SAP User Manual for Accounts Payables Process

*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.



## SAP User Manual for Accounts Payables Process

**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 / / / /  
Blinc Date 25.09.2019 Fixed /  
CD Base 15.000,00 CD Amount / /  
Invoice Ref. / / / /  
Payt Method / /  
Pmnt block / /  
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”.



## SAP User Manual for Accounts Payables Process

**Post Document Add G/L account item**

More data Account Model G/L item fast entry Taxes

G/L Account 41300021 Repairs and maintenance  
Company Code 1200 Deendayal Port Trust

Item 2 / Debit entry / 40

Amount 10000 INR  
Tax Code Calculate Tax   
Business place  
Cost Center 12050402 Order  
WBS element  
Real estate obj   
Sales Order  More  
Quantity  
Assignment 20190925  
Text POST WITH REF

Next Line Item  
PstKy Account SGL Ind TType New Co.Code

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



## SAP User Manual for Accounts Payables Process

**Post Document Display Overview**

Document Date: 25.09.2019    Type: KR    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:    Trading part.BA:   
 Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	31	0000400011	KUBS IMPEX PRIVATE		10.000,00-	
002	40	0041300021	Repairs and mainten		10.000,00	

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

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

Document 2200000032 was posted in company code 1200

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



## SAP User Manual for Accounts Payables Process

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



## SAP User Manual for Accounts Payables Process

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:**

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change



### SAP User Manual for Accounts Payables Process

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

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crpy	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000000003	KG	23.09.2019		<input checked="" type="checkbox"/>	980,00	INR		VENDOR CREDIT MEMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000011	KR	19.09.2019		<input checked="" type="checkbox"/>	9.800,00-	INR		TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000014	KR	20.08.2019		<input checked="" type="checkbox"/>	200.000,00-	INR		Asset Procurement-2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000018	KR	23.09.2019		<input checked="" type="checkbox"/>	980,00-	INR		PARK VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000026	KR	25.09.2019		<input checked="" type="checkbox"/>	14.700,00-	INR		VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000032	KR	25.09.2019		<input checked="" type="checkbox"/>	9.800,00-	INR		VENDOR INVOICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000010	KZ	25.09.2019		<input checked="" type="checkbox"/>	780,00	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000011	KZ	25.09.2019		<input checked="" type="checkbox"/>	200,00	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2300000013	KZ	25.09.2019		<input checked="" type="checkbox"/>	5.300,00	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOWN PYMNT CLRNG	KA	25.09.2019		<input checked="" type="checkbox"/>	1.000,00	INR		VENDOR DOWN PYMNT CLRNG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HIRE OF VEHICLE	KG	23.09.2019		<input checked="" type="checkbox"/>	980,00	INR		VENDOR CREDIT MEMO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HIRE OF VEHICLE	KR	23.09.2019		<input checked="" type="checkbox"/>	980,00-	INR		HIRE OF VEHICLE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TRANSFER	AB	25.09.2019		<input checked="" type="checkbox"/>	1.200,00-	INR		TRANSFER
*	<input checked="" type="checkbox"/>						228.220,00-	INR		
** Account 400011							228.220,00-	INR		

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

Original invoice – 14700

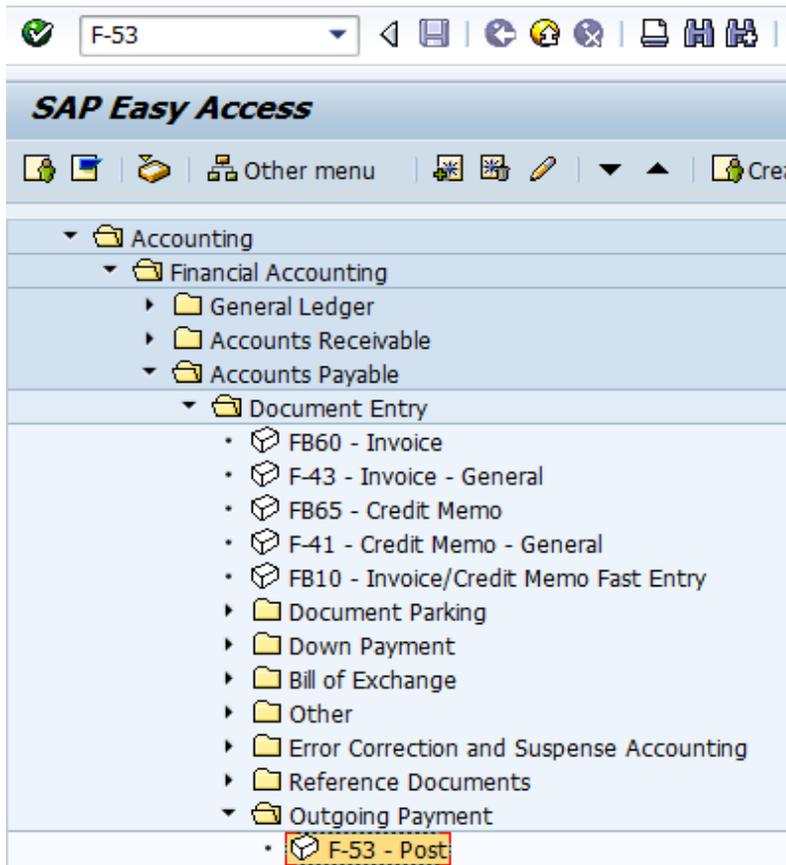
Residual payment – 4700 (which means we are going to make payment against that invoice for Rs.10000)

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



## SAP User Manual for Accounts Payables Process



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



## SAP User Manual for Accounts Payables Process

### 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 <input type="checkbox"/> Other Accounts
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs
Payt Advice No.	
<input type="checkbox"/> Distribute by Age	
<input type="checkbox"/> 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".



## SAP User Manual for Accounts Payables Process

### Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

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

Account items 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		

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.



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP Accounts Payables interface. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Environment, System, Help. Below the menu bar is a toolbar with various icons. The main window title is "Post Outgoing Payments Create residual items". Below the title bar, there are buttons for "Distribute Difference", "Charge Off Difference", and "Editing Options". The interface has tabs for "Standard", "Partial Pmt", "Res.Items", and "WH Tax". The main content area displays a table of account items for "Account items 400011 KUBS IMPEX PRIVATE LIMITED". The table has columns: Document, D, Document, P, Busi, Day, Net Amount, Residual Items, and RCd. The row for document 2200000026 is highlighted in yellow, showing a net amount of 14,700.00 and a residual amount of 4,700.00. Below the table, there is a toolbar with icons for "Gross->...", "Currency", "Items", "Disc.", and "Disc.". At the bottom, there is a "Processing Status" section with fields for "Number of Items" (13), "Display from Item" (1), "Reason Code", "Currency" (INR), and "Display in clearing currency" (Not Assigned). The "Amount Entered" field shows 10,000.00, and the "Assigned" field shows 10,000.00.

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		

**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”.



## SAP User Manual for Accounts Payables Process

**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



## SAP User Manual for Accounts Payables Process

### Display of posted document:

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number: 2300000021 | Company Code: 1200 | Fiscal Year: 2019  
 Document Date: 26.09.2019 | Posting Date: 26.09.2019 | 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	50		23110002	ALLAHABAD BANK Outgo	10.000,00-	INR			
	2	36		400011	KUBS IMPEX PRIVATE LI...	4.700,00-	INR			
	3	25		400011	KUBS IMPEX PRIVATE LI...	14.700,00	INR			

### 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
<input type="checkbox"/>	<input checked="" type="radio"/>	2300000021	KZ	26.09.2019			4.700,00-	INR		RESIDUAL PYMNT
*	<input checked="" type="radio"/>						4.700,00-	INR		
<input type="checkbox"/>	<input checked="" type="radio"/>	2300000021	KZ	26.09.2019			14.700,00	INR	2300000021	RESIDUAL PYMNT
*	<input checked="" type="radio"/>						14.700,00	INR		
** Account 400011							10.000,00	INR		

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

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



## SAP User Manual for Accounts Payables Process

### 18. Vendor Invoice through MM route:

In this topic we are going to see how vendor invoices are created through MM route. It starts 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)

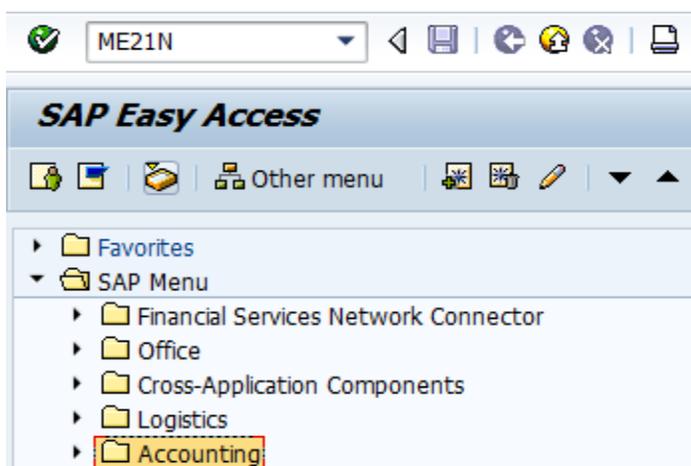
Revenue Expenditure PO (With Cost Centre)

Service PO (With Cost Centre)

Asset PO will be covered in the asset user manual

#### Revenue Expenditure PO Process:

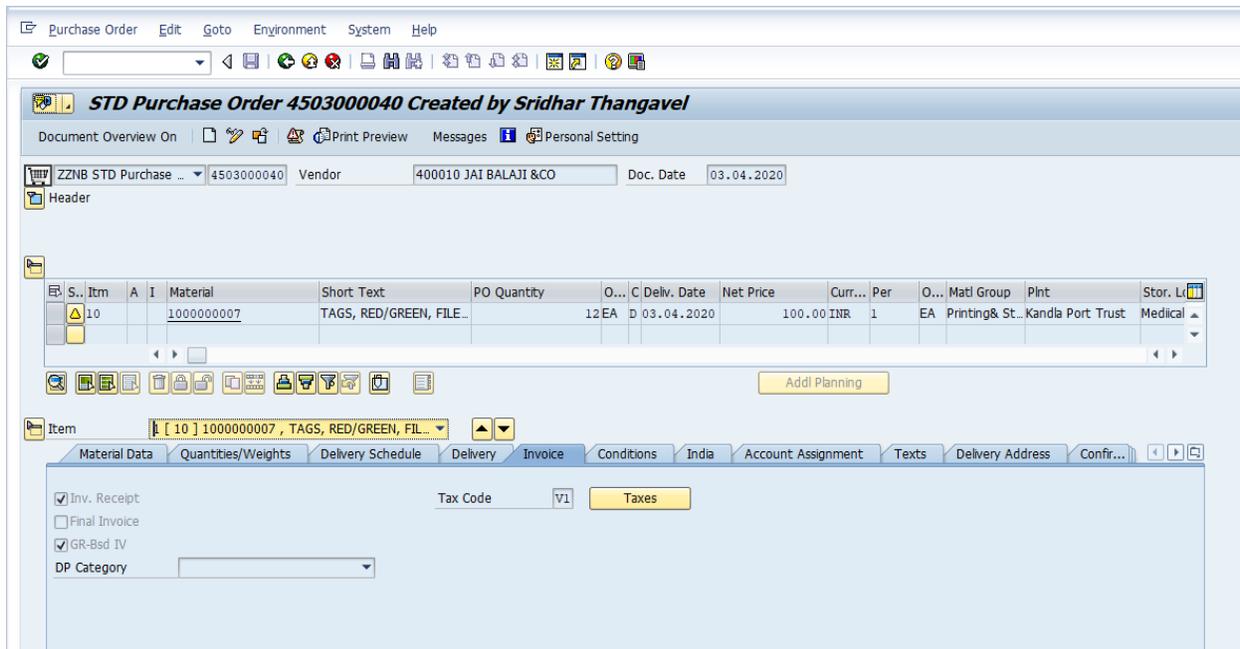
**Step 1:** ME21N – PO Creation



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



## SAP User Manual for Accounts Payables Process



**Step 3:** Provide the values as shown above and save the PO. To save Click on “Save”. Once PO is saved the system will propose the below message;

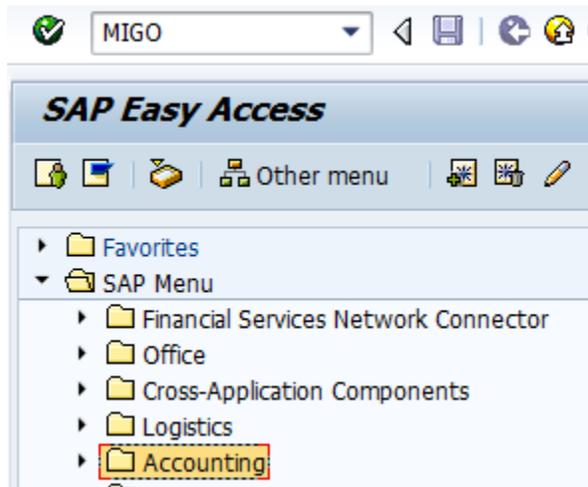
“  STD Purchase Order created under the number 4503000040 ”

### MIGO – GRN (Goods Receipts)



## SAP User Manual for Accounts Payables Process

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



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



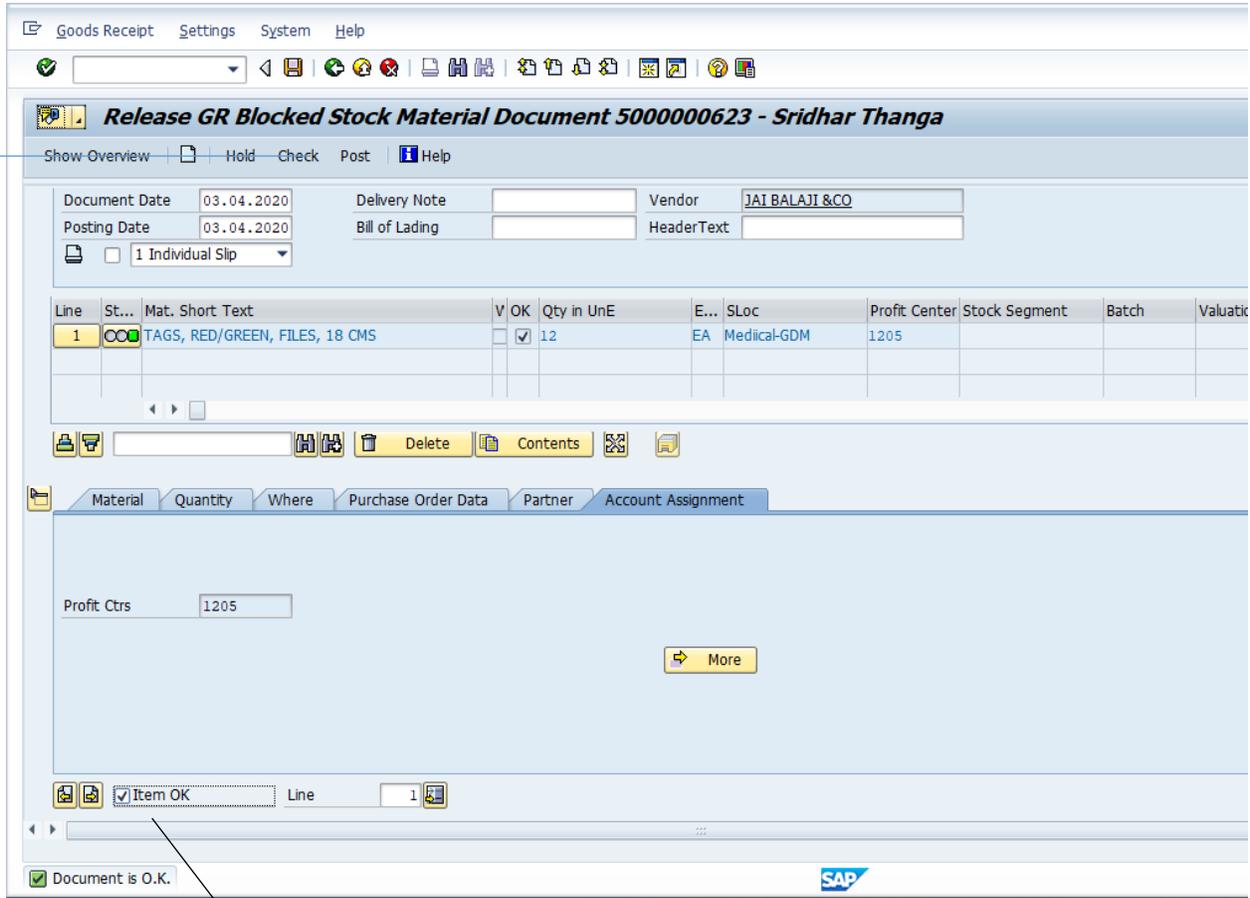
## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP interface for releasing a blocked stock material document. The title bar reads "Release GR Blocked Stock Material Document 5000000623 - Sridhar Thanga". The document date and posting date are both 03.04.2020. The vendor is JAI BALAJI & CO. The material is TAGS, RED/GREEN, FILES, 18 CMS, with a quantity of 12. The stock location is Medical-GDM. The movement type is 105, and the stock type is Unrestricted-Use. The plant is Kanda Port Trust (1200) and the storage location is Medical-GDM (1001).

Line	St...	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch
1	COO	TAGS, RED/GREEN, FILES, 18 CMS	<input checked="" type="checkbox"/>	12	EA	Medical-GDM	1205		

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

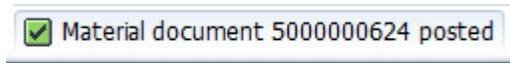
## SAP User Manual for Accounts Payables Process



**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:



**Step 5:** To view accounting document select “Display” and provide the material document as below.



## SAP User Manual for Accounts Payables Process

Goods Receipt Settings System Help

Display Material Document 5000000624 - Sridhar Thangavel

Show Overview Hold Check Post Help

A04 Display R02 Material Docu... 5000000624 2020

General Vendor Doc. info Additional Data

Document Date 03.04.2020 Delivery Note Vendor JAI BALAJI & CO  
Posting Date 03.04.2020 Bill of Lading HeaderText  
1 Individual Slip

Line	Mat. Short Text	V	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch
1	TAGS, RED/GREEN, FILES, 18 CMS		12	EA	Medical-GDM	1205		

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

Goods Receipt Settings System Help

Display Material Document 5000000624 - Sridhar Thangavel

Show Overview Hold Check Post Help

A04 Display R02 Material Docu... 5000000624 2020

General Vendor Doc. info Additional Data

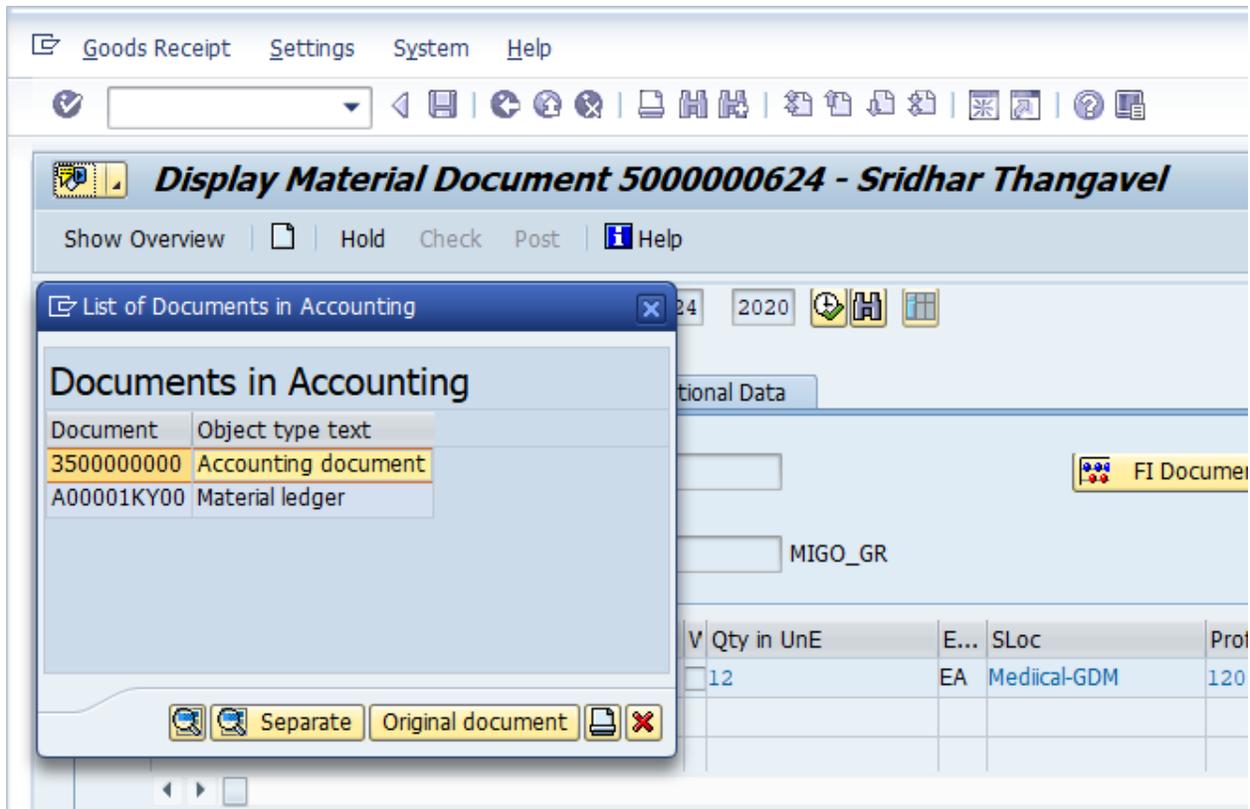
Entered By Sridhar Thangavel FI Documents  
Created On 03.04.2020 19:20:39  
Transaction Code Goods Movement MIGO\_GR

Line	Mat. Short Text	V	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch
1	TAGS, RED/GREEN, FILES, 18 CMS		12	EA	Medical-GDM	1205		

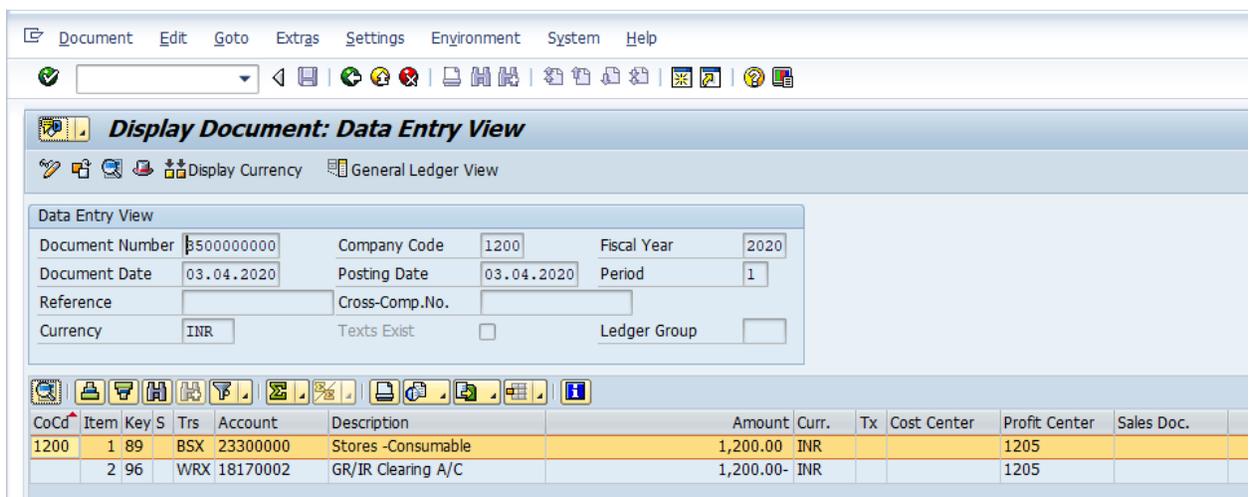
**Step 7:** Click on "Doc.Info" and click on "FI Documents"



## SAP User Manual for Accounts Payables Process



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

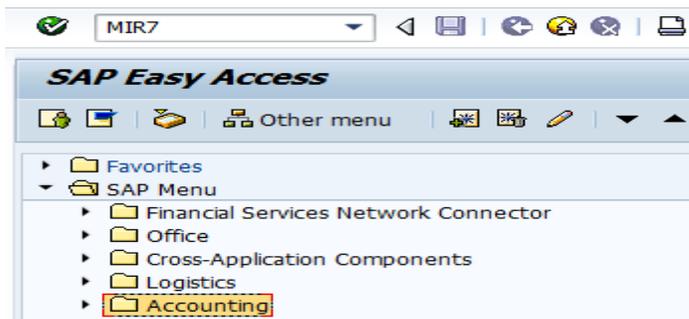




## SAP User Manual for Accounts Payables Process

### 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

**Park Incoming Invoice: Company Code 1200**

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

Transaction: 1 Invoice Balance: 1.260,00- INR

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

Invoice date: 03.04.2020 Reference:   
Posting Date: 03.04.2020  
Amount:  INR  
Tax Amount: 60,00  Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn: /  
Text: Vendor  
Paymt terms: Due immediately

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

PO Reference: 1 Purchase Order/Scheduling Agreement 4503000040  
G/L Account: 4503000040  
Material: 1 Goods/service items  
Layout: 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contract
1	1.200,00	12	EA	<input checked="" type="checkbox"/> 4503000040	10	TAGS, RED/GREEN, FILES, 18 CMS	

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

**Park Incoming Invoice: Company Code 1200**

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

Transaction: 1 Invoice Balance: 1.260,00- INR

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

Invoice date: 03.04.2020 Reference:   
Posting Date: 03.04.2020  
Amount:  INR  
Tax Amount: 60,00  Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn: /  
Text: Vendor  
Paymt terms: Due immediately

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

PO Reference: 1 Purchase Order/Scheduling Agreement 4503000040  
G/L Account: 4503000040  
Material: 1 Goods/service items  
Layout: 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contract
1	1.200,00	12	EA	<input checked="" type="checkbox"/> 4503000040	10	TAGS, RED/GREEN, FILES, 18 CMS	

**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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount 1.260,00 INR  
Tax Amount 60,00 Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn /  
Text Vendor  
Paymt terms Due immediately

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000040 1 Goods/service items

V...	Settl.Per.	Delivery Date	Internal No.	Stock ...	SrvPrfrm	Svc. Performer Name	Work Item ID	Fund	Item	HSN/SAC Code	Asses
									56090090		0,00

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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount 1.260,00 INR  
Tax Amount 60,00 Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn /  
Text Vendor  
Paymt terms Due immediately

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000040 1 Goods/service items

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contract
1	1.200,00		12 EA	4503000040	10	TAGS, RED/GREEN, FILES, 18 CMS	

Step 6: Click on "Simulate".



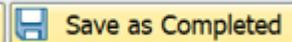
## SAP User Manual for Accounts Payables Process

Position	A. G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing Doc.	Item	T...	Jurisd. Code	Tax date	Bus...	Cost C
1K	18110000	JAI BALAJI &CO / 600098 A..	1.236,00	INR			**				
2S	18170002	GR/IR Clearing	1.200,00	INR	4503000040	10	V1				
3S	23500000	CGST- Input Credit	30,00	INR			V1				
4S	23500001	SGST- Input Credit	30,00	INR			V1				
1200000000S	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

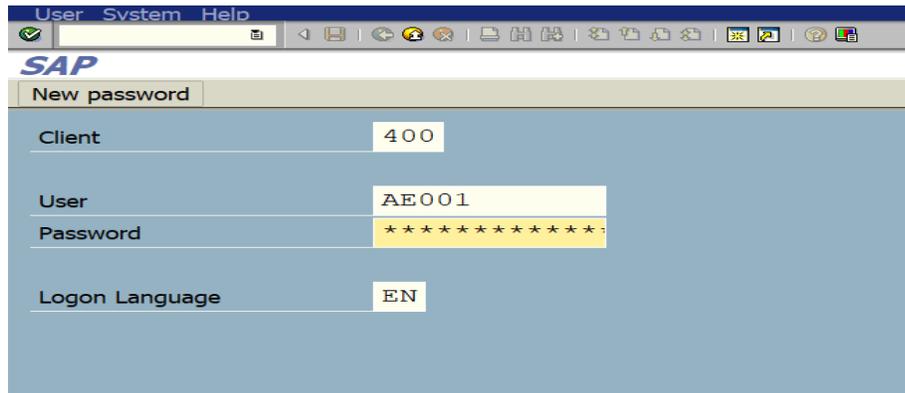
To Post the document, click on “ **Save as Completed** Button”, the system will give the information message as below

 Invoice document 5105600967 has been saved as complete

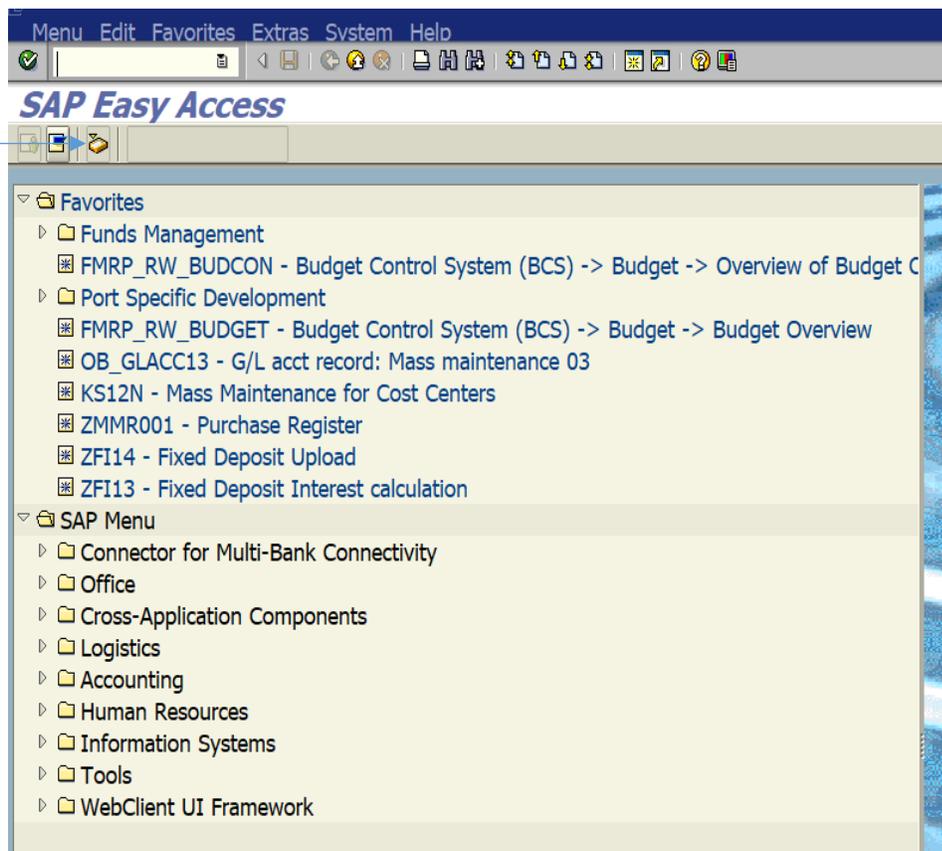


## SAP User Manual for Accounts Payables Process

**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.

**Business Workplace of Assistant Engineer**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 69
  - Documents 130
  - Workflow 665**
    - Grouped according to content
    - Grouped according to content type
    - Grouped according to sort key
    - Grouped according to task
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 665**

Exec	Title	Status	Work Item ID	Creation Date	Creation Time	P. Attz
	Please approve the Parked Invoice 5105600967, Year 2020	✓	429110	03.04.2020	22:00:19	5
	Complete parked invoice 5105600967 2020	✓	429105	03.04.2020	22:00:19	5
	Please approve the Purchase Requisition 2003000253	✓	429063	03.04.2020	20:10:42	5
	Please approve the Purchase Requisition 2003000253	✓	429060	03.04.2020	20:08:44	5
	Please approve the Purchase Requisition 2002000501	✓	429032	03.04.2020	19:26:11	5
	Please approve the Purchase Requisition 2002000502	✓	429029	03.04.2020	19:22:57	5
	Please approve the Purchase Requisition 2002000502	✓	428995	03.04.2020	18:37:01	5
	Please approve the Purchase Requisition 2002000502	✓	428992	03.04.2020	18:36:32	5
	Please approve the Purchase Requisition 2002000501	✓	428860	03.04.2020	12:51:47	5
	Please approve the Purchase Requisition 2002000405	✓	428588	02.04.2020	15:09:08	5
	Please approve the Purchase Requisition 2002000405	✓	428585	02.04.2020	15:07:38	5
	Please approve the Purchase Requisition 2002000498	✓	428552	02.04.2020	12:35:43	5
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5
	Please approve the Parked Invoice 2000000081, Year 2019	✓	428048	31.03.2020	22:10:35	5

**Business Workplace**



## SAP User Manual for Accounts Payables Process

**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.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.	

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



# SAP User Manual for Accounts Payables Process

**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

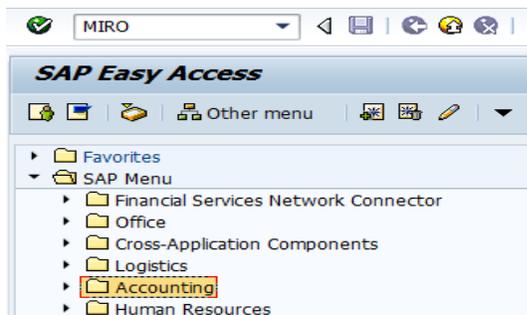
1200	1 31	KBS	400010	JAI BALAJI &CO	1.236,00-	INR	V1			
	2 86	WRX	18170002	GR/IR Clearing A/C	1.200,00	INR	V1		1205	
	3 40	ZIC	23500000	CGST- Input Credit	30,00	INR	V1			
	4 40	ZIS	23500001	SGST- Input Credit	30,00	INR	V1			
	5 50	WIT	18150012	TDS Payable-Salaries	24,00-	INR				

## SAP User Manual for Accounts Payables Process

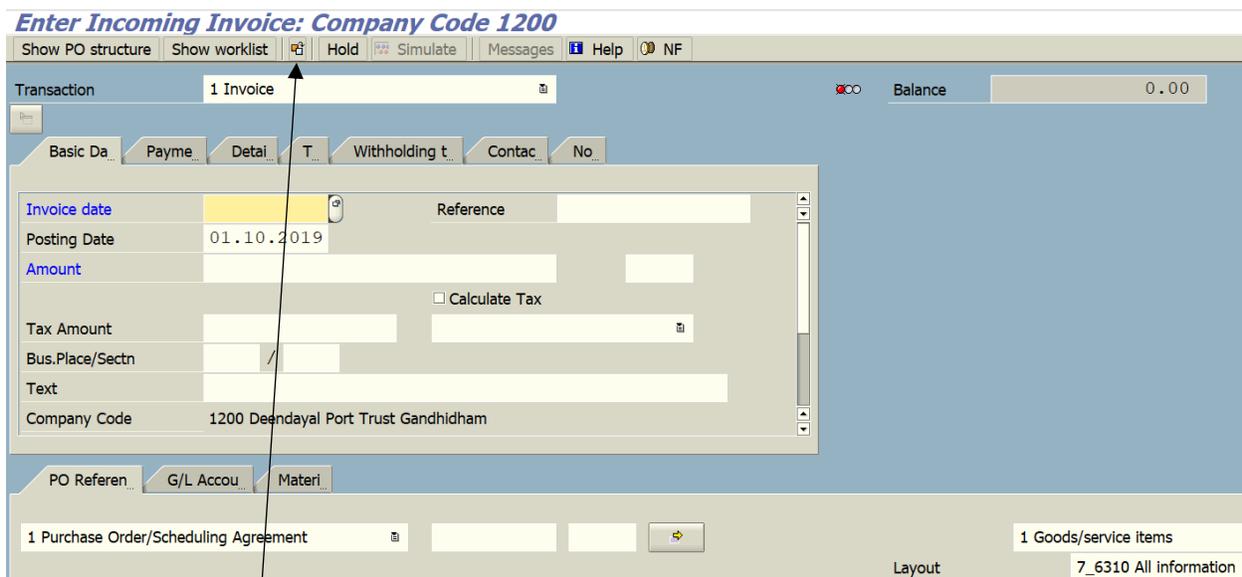
The above same procedure is applicable for while invoices are booking directly in MIRO also. There instead of parking we can post the invoice directly.

**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



## SAP User Manual for Accounts Payables Process

**Enter Incoming Invoice: Company Code 1200**

Show PO structure Show worklist Hold Simulate Messages Help NF

Transaction 1 Invoice

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

Invoice date Reference

Posting Date **Choose Invoice Document**

Amount

Tax Amount

Bus.Place/Sectn

Text

Company Code 1200 Deendayal Port Trust Gandhidham

Invoice Document No. 5105600769

Fiscal Year 2019

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

**Change Invoice Document 5105600769 2019, Complete for Posting**

Show PO structure Simulate Save as Completed Post Messages Help NF

Transaction 1 Invoice 5105600769 2019 Balance 0.00 INR

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

Invoice date 01.10.2019 Reference INV/10/2019

Posting Date 01.10.2019

Amount 126,000.00 INR

Tax Amount 6,000.00  Calculate Tax V1 V1 (CGST+SGST 5% Input)

Bus.Place/Sectn 1200 / 1200

Text TEST

Paymt terms Due immediately

Vendor 0000400010

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

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

1 Purchase Order/Scheduling Agreement 4503000006 1 Goods/service items

Layout 7\_6310 All information

Item	Amount	Quantity	Ord	Purchase order	Item	PO Text	Central Contract
	120,000.00	1,200	EA	<input checked="" type="checkbox"/> 4503000006	10	PADS, STAMPING VIOLET / PURPLE COLOUR	

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



## SAP User Manual for Accounts Payables Process

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

Invoice Document Edit Goto System Help

**Enter Incoming Invoice: Company Code 1200**

Show PO structure Show worklist Hold Simulate Messages

Transaction 1 Invoice

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

Invoice date Reference

Posting Date 02.10.2019

Amount

Tax Amount  Calculate Tax

Bus.Place/Sectn /

Text

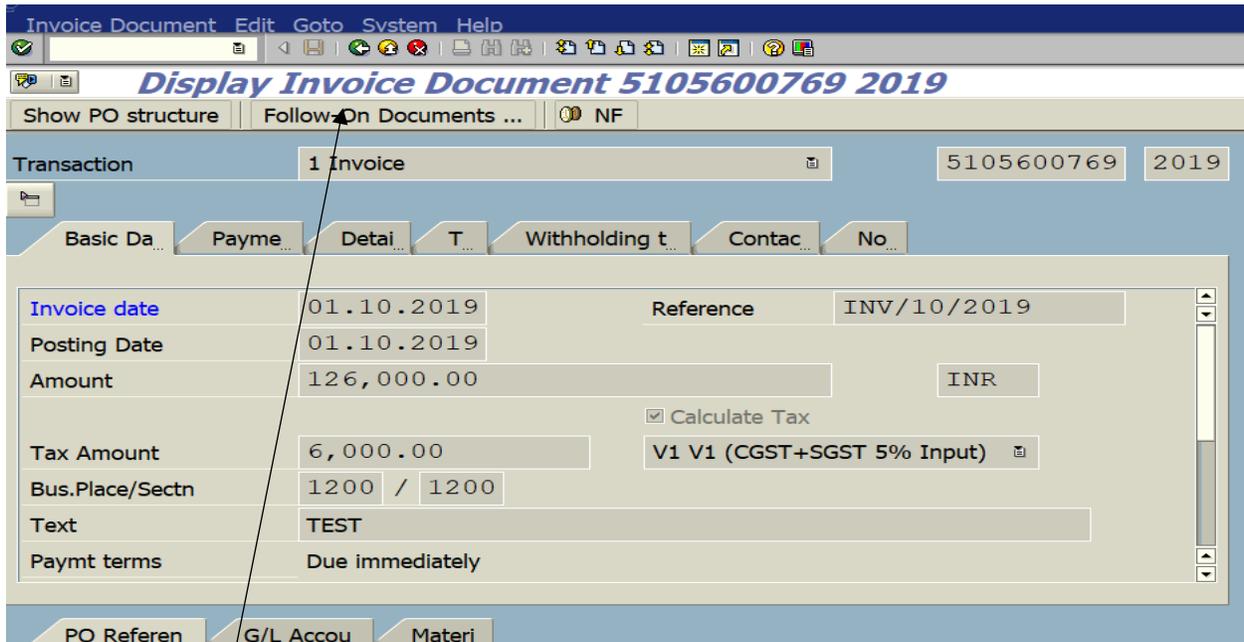
Company Code 1200 Deendayal Port Trust Gandhidham

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



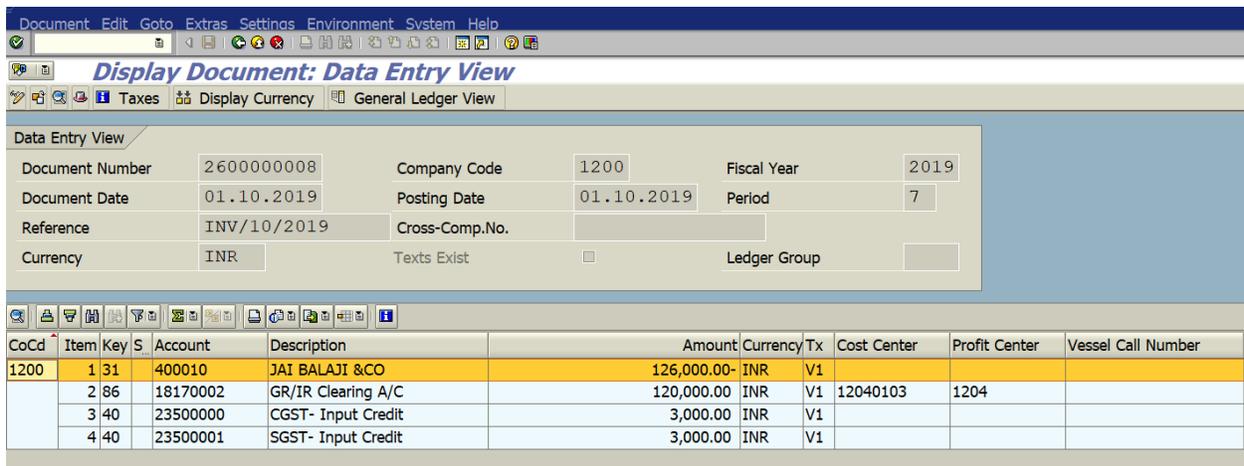
## SAP User Manual for Accounts Payables Process

document” and click on “Display”.



Click on “Follow-On Documents”

Invoice Accounting Document:



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



## SAP User Manual for Accounts Payables Process

**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 Crncy	LCurr	Clrng doc.	Text
<input type="checkbox"/>		2600000006	RE	01.10.2019			548,625.00-	INR		
<input type="checkbox"/>		2600000007	RE	01.10.2019			115,500.00-	INR		
<input type="checkbox"/>		2600000008	RE	01.10.2019			126,000.00-	INR		TEST
<input type="checkbox"/>		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

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change



## SAP User Manual for Accounts Payables Process

### Step 1: ME21N – PO Creation

ME21N

Purchase Order Edit Goto Environment System Help

**Create Purchase Order**

Document Overview On Hold Print Preview Messages Personal Setting

ZZNB STD Purchase ... Vendor 400010 JAI BALAJI & CO Doc. Date 03.04.2020

Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing

Retention H Applicable (Header Level) Retention 25.00 \$

DP Category

Item Overview

Item 1 [ 10 ] 1000000007, TAGS, RED/GREEN, FIL... Invoice Conditions India Account Assignment Texts Delivery Address

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address

Inv. Receipt Tax Code  
 Final Invoice Retention % 25.00  
 GR-Bsd IV  
DP Category

**Step 2:** Provide the values as shown above and save the PO. To save PO click on “Save”. Once PO saved then system will propose the below message.

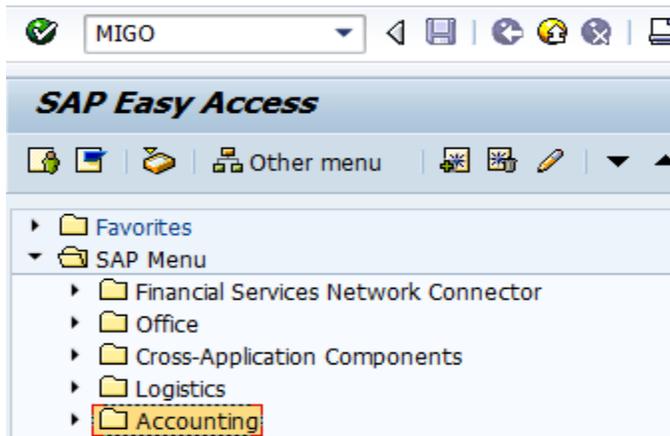
STD Purchase Order created under the number 4503000041

**MIGO** - GRN – Goods Receipts:

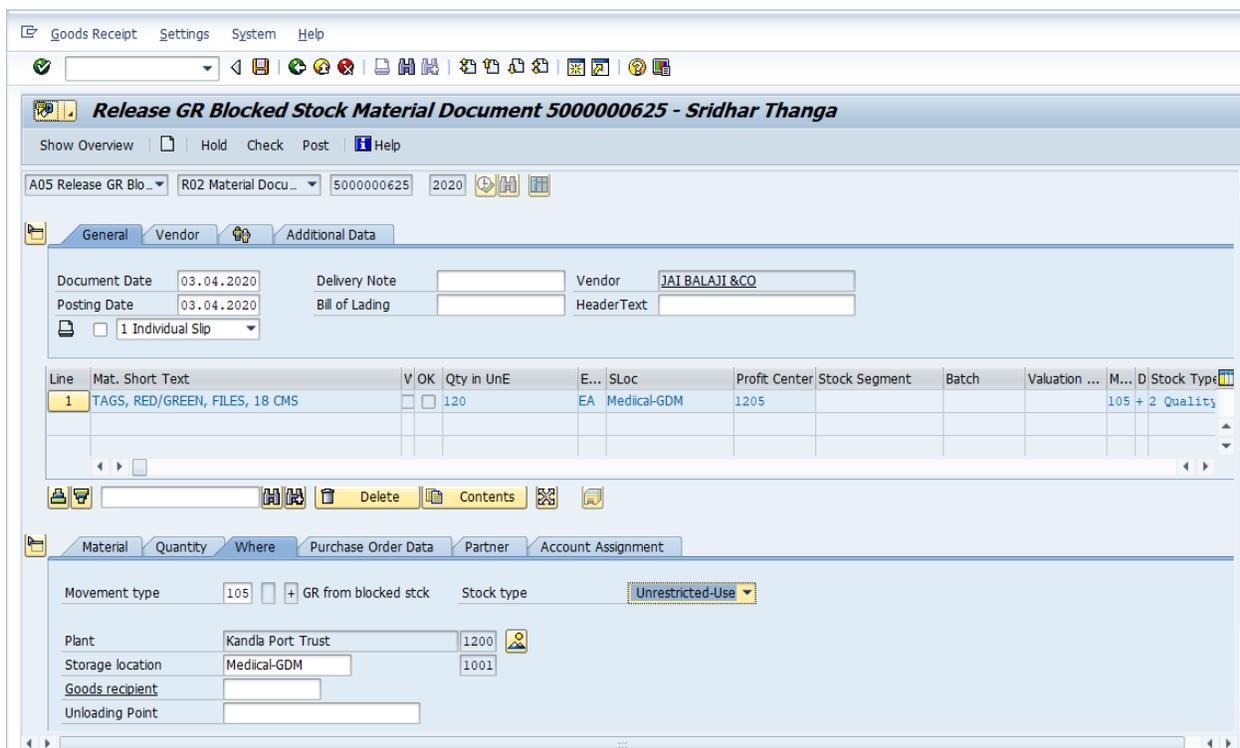


## SAP User Manual for Accounts Payables Process

**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.



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP interface for releasing a blocked stock material document. The title bar reads "Release GR Blocked Stock Material Document 5000000625 - Sridhar Thanga". Below the title bar, there are tabs for "Show Overview", "Hold", "Check", "Post", and "Help". The "Post" tab is active. The main area contains a form with the following fields:

- Document Date: 03.04.2020
- Posting Date: 03.04.2020
- Delivery Note: [Empty]
- Bill of Lading: [Empty]
- Vendor: JAI BALAJI & CO
- Header Text: [Empty]
- Individual Slip: 1

Below the form is a table with the following columns: Line, St..., Mat. Short Text, V OK, Qty in UnE, E..., SLoc, Profit Center, Stock Segment, Batch, Valuation ..., M..., D. Stc. The table contains one row with the following data:

Line	St...	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch	Valuation ...	M...	D. Stc
1	OO	TAGS, RED/GREEN, FILES, 18 CMS	<input checked="" type="checkbox"/>	120	EA	Medical-GDM	1205				105	Ur

Below the table are buttons for "Delete" and "Contents". At the bottom of the main area, there are tabs for "Material", "Quantity", "Where", "Purchase Order Data", "Partner", and "Account Assignment". The "Account Assignment" tab is active, showing a "Profit Ctrs" field with the value "1205" and a "More" button. At the bottom of the interface, there is a status bar with a "Document is O.K." message and the SAP logo.

**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

Goods Receipt Settings System Help

Display Material Document 5000000626 - Sridhar Thangavel

Show Overview Hold Check Post Help

A04 Display R02 Material Docu... 5000000626 2020

General Vendor Doc. info Additional Data

Document Date 03.04.2020 Delivery Note Vendor JAI BALAJI & CO  
Posting Date 03.04.2020 Bill of Lading HeaderText  
1 Individual Slip

Line	Mat. Short Text	V Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch
1	TAGS, RED/GREEN, FILES, 18 CMS	120	EA	Medical-GDM	1205		

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

Goods Receipt Settings System Help

Display Material Document 5000000626 - Sridhar Thangavel

Show Overview Hold Check Post Help

A04 Display R02 Material Docu... 5000000626 2020

General Vendor Doc. info Additional Data

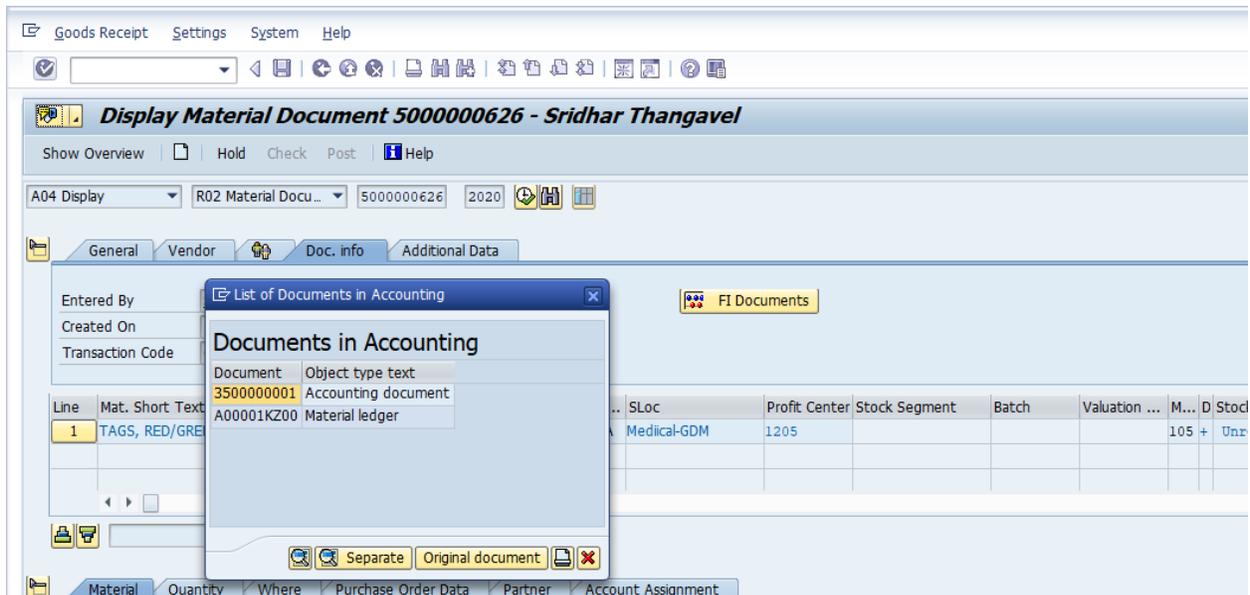
Entered By Sridhar Thangavel FI Documents  
Created On 03.04.2020 19:37:22  
Transaction Code Goods Movement MIGO\_GR

Line	Mat. Short Text	V Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch
1	TAGS, RED/GREEN, FILES, 18 CMS	120	EA	Medical-GDM	1205		

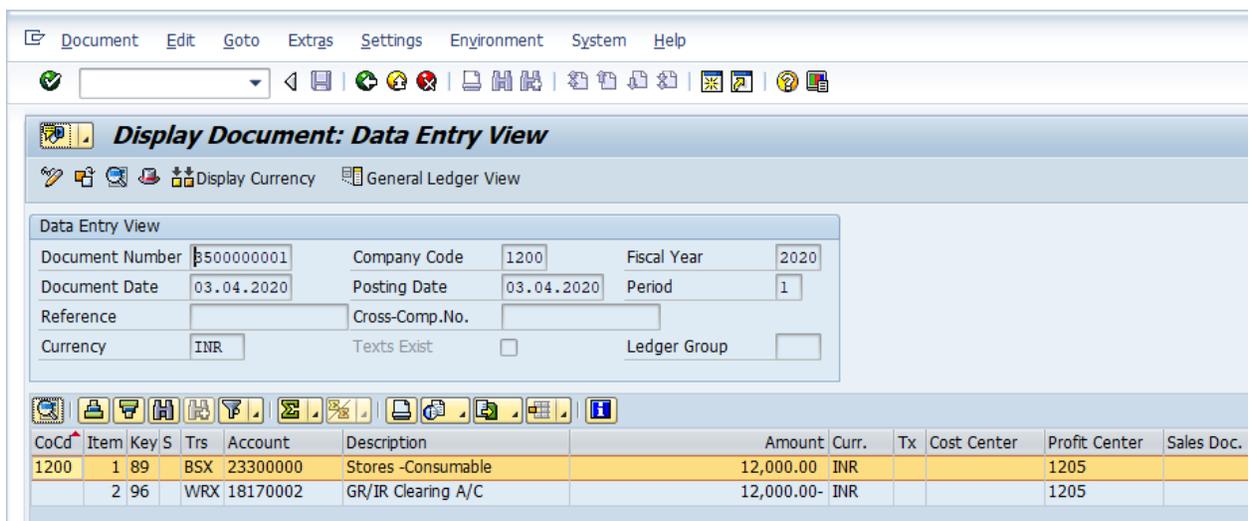
Step 7: Click on "Doc.Info" and click on "FI Documents"



## SAP User Manual for Accounts Payables Process



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

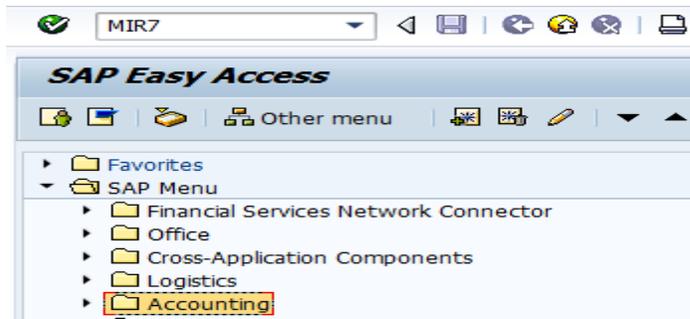




## SAP User Manual for Accounts Payables Process

### 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

**Park Incoming Invoice: Company Code 1200**

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

Transaction 1 Invoice Balance 12.600,00- INR

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount INR  
Tax Amount 600,00  Calculate Tax  
Bus.Place/Sectn /  
Text  
Paymt terms Due immediately  
V1 V1 (CGST+SGST 5% Input)

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000041 1 Goods/service Items  
Layout 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contrac
	12.000,00		120EA	4503000041	10	TAGS, RED/GREEN, FILES, 18 CMS	

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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount 12.600,00 INR  
Tax Amount 600,00  Calculate Tax  
Bus.Place/Sectn /  
Text  
Paymt terms Due immediately  
V1 V1 (CGST+SGST 5% Input)

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000041 1 Goods/service Items  
Layout 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contrac
	12.000,00		120EA	4503000041	10	TAGS, RED/GREEN, FILES, 18 CMS	

**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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount 12.600,00 INR  
Tax Amount 600,00  Calculate Tax  
Bus.Place/Sectn /  
Text  
Paymt terms Due immediately  
V1 V1 (CGST+SGST 5% Input)

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000041 1 Goods/service items  
Layout 7\_6310 All information

V...	Settl.Per.	Delivery Date	Internal No.	Stock ...	SrvPrfm	Svc. Performer Name	Work Item ID	Fund	Item	HSN/SAC Code	Asses
										56090090	0,00

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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference  
Posting Date 03.04.2020  
Amount 12.600,00 INR  
Tax Amount 600,00  Calculate Tax  
Bus.Place/Sectn /  
Text  
Paymt terms Due immediately  
V1 V1 (CGST+SGST 5% Input)

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

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4503000041 1 Goods/service items  
Layout 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Central Contract
1	12.000,00	120	EA	<input checked="" type="checkbox"/> 4503000041	10	TAGS, RED/GREEN, FILES, 18 CMS	

Step 6: Click on “Simulate”.



## SAP User Manual for Accounts Payables Process

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
1K	18110000	JAI BALAJI &CO / 600098 A.	12.360,00	-INR			**				
2S	18170002	GR/IR Clearing	12.000,00	INR	4503000041	10	V1				
3S	23500000	CGST- Input Credit	300,00	INR			V1				
4S	23500001	SGST- Input Credit	300,00	INR			V1				
1200000001S	18150012	TDS Payable - Salaries	240,00	-INR							
5K	18110000	JAI BALAJI &CO / 600098 A.	3.150,00	INR							
6K	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

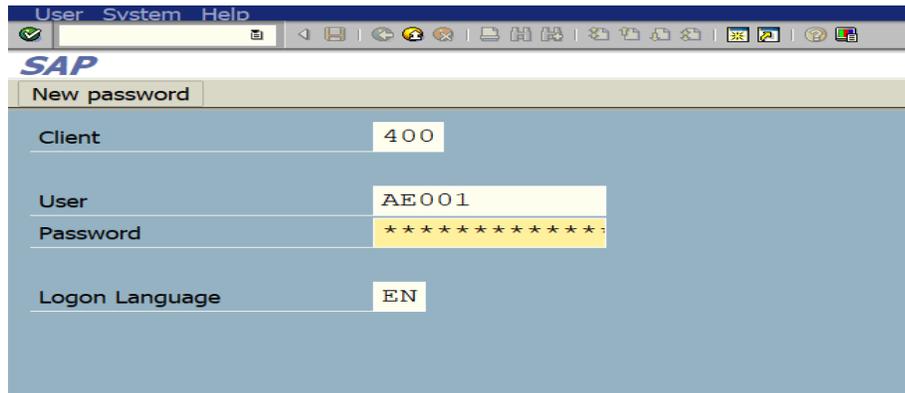
To Post the document, click on “ **Save as Completed** Button”, the system will give the information message as below

Invoice document 5105600968 has been saved as complete

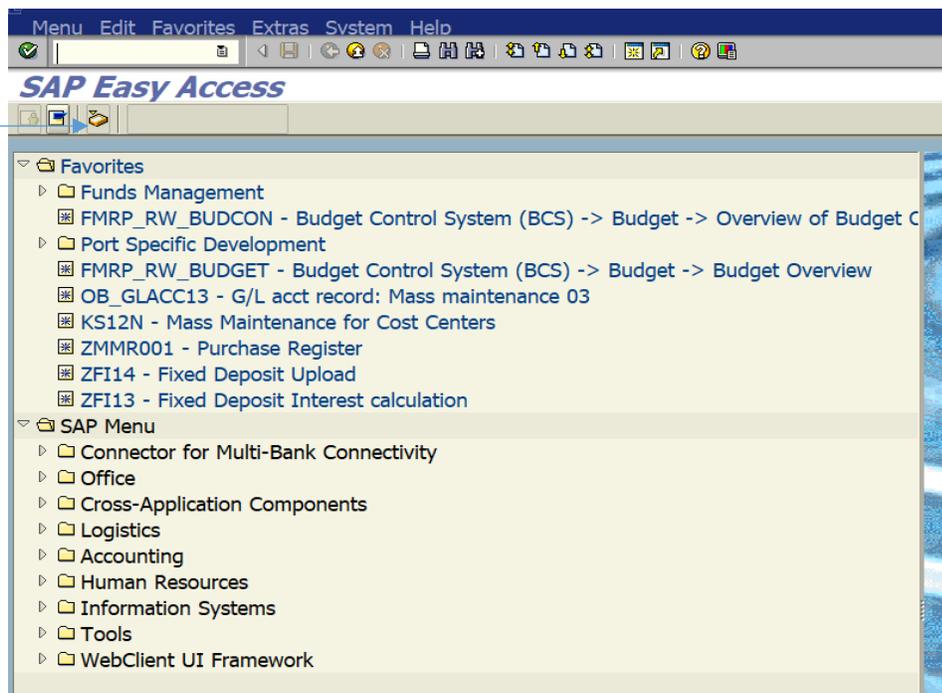


## SAP User Manual for Accounts Payables Process

**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 “5105600968” message will appear, Double click on the work flow and proceed for next step.

**Business Workplace of Assistant Engineer**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 70
  - Documents 131
  - Workflow 665**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 665**

Exec	Title	Status	Work Item ID	Creation Date	Creation TI	P. Att
	Please approve the Parked Invoice 5105600968, Year 2020	⊗	429131	03.04.2020	22:48:30	5
	Complete parked invoice 5105600968 2020	⊗	429126	03.04.2020	22:48:30	5
	Please approve the Purchase Requisition 2003000253	⊗	429063	03.04.2020	20:10:42	5
	Please approve the Purchase Requisition 2003000253	⊗	429060	03.04.2020	20:08:44	5
	Please approve the Purchase Requisition 2002000501	⊗	429032	03.04.2020	19:26:11	5
	Please approve the Purchase Requisition 2002000502	⊗	429029	03.04.2020	19:22:57	5
	Please approve the Purchase Requisition 2002000502	⊗	428995	03.04.2020	18:37:01	5
	Please approve the Purchase Requisition 2002000502	⊗	428992	03.04.2020	18:36:32	5
	Please approve the Purchase Requisition 2002000501	⊗	428860	03.04.2020	12:51:47	5
	Please approve the Purchase Requisition 2002000405	⊗	428588	02.04.2020	15:09:08	5
	Please approve the Purchase Requisition 2002000405	⊗	428585	02.04.2020	15:07:38	5
	Please approve the Purchase Requisition 2002000498	⊗	428552	02.04.2020	12:35:43	5
	Please approve the Parked Invoice 2000000010, Year 2019	⊗	428206	01.04.2020	02:23:18	5
	Please approve the Parked Invoice 2000000001, Year 2019	⊗	428048	31.03.2020	22:10:35	5

Tips & tricks: Resubmit Work Item...

Please approve the Parked Invoice 5105600968, Year 2020

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist

SAP AE001 ipasapdihd INS



## SAP User Manual for Accounts Payables Process

**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 <b>Cancel</b> , the user decision remains in your inbox for processing.	

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



### SAP User Manual for Accounts Payables Process

**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: |

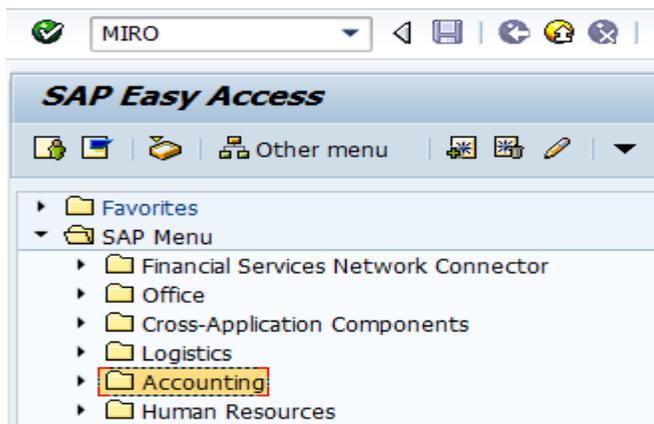
CoCd	Item	Key	S	Trs	Account	Description	Amount	Currency	Tx	Cost Center	P
1200	1	21		KBS	400010	JAI BALAJI &CO	3.150,00	INR			
	2	39	R	EGX	400010	JAI BALAJI &CO	3.150,00-	INR			

## SAP User Manual for Accounts Payables Process

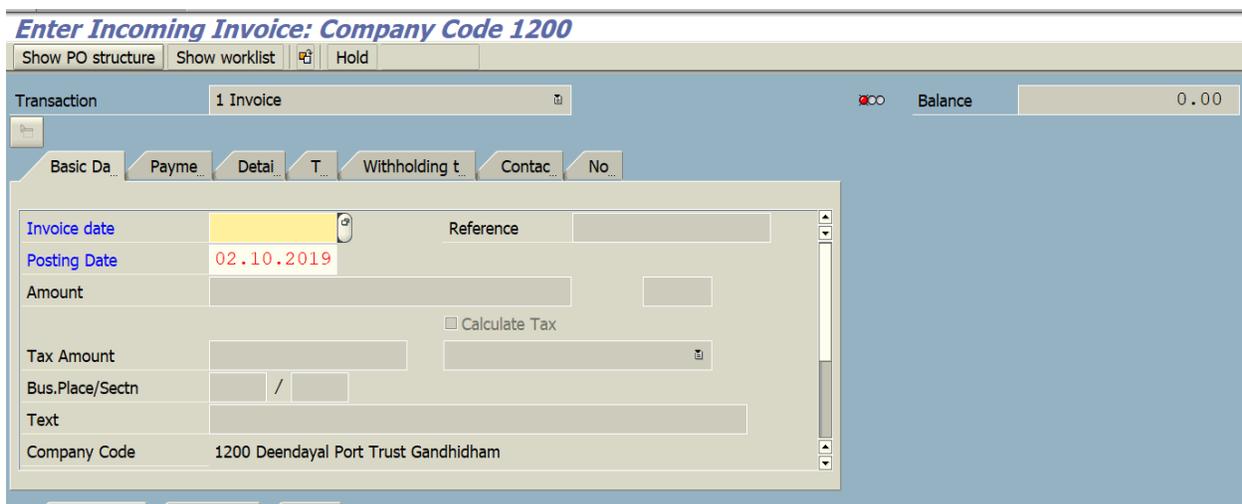
The above same procedure is applicable for while invoices are booking directly in MIRO also. There instead of parking we can post the invoice directly.

**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.

Confidential Document

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Accepting No Limits

Alternative Thinking

Driving Positive Change



## SAP User Manual for Accounts Payables Process

### Enter Incoming Invoice: Company Code 1200

Show PO structure | Show worklist

Transaction: 1 Invoice 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/Sect: Choose Invoice Document

Text: [ ]

Company Co: Invoice Document No. 5105600772  
Fiscal Year: 2019

PO Referen: [ ]

**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 Balance 0.00 INR

5105600772 2019

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  
V1 V1 (CGST+SGST 5% Input)

Tax Amount: 5,000.00

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

PO Referen: [ ] G/L Accou: [ ] Materi: [ ]

1 Purchase Order/Scheduling Agreement 4503000007 1 Goods/service items

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".



## SAP User Manual for Accounts Payables Process

Position	A	G/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	Ta	Jurisd. Code	Tax date	Bus.	Cost Cen
1K		18110000	JAI BALAJI &CO / 600098 A.	105,000.00	INR				V1			
2S		18170002	GR/IR Clearing A/C	100,000.00	INR	4503000007	10		V1			
3S		23500000	CGST- Input Credit	2,500.00	INR				V1			
4S		23500001	SGST- Input Credit	2,500.00	INR				V1			
5K		18110000	JAI BALAJI &CO / 600098 A.	10,500.00	INR							
6K		18110003	JAI BALAJI &CO / 600098 A.	10,500.00	INR	4503000007	10					

Debit 115,500.00      Credit 115,500.00      Bal. 0.00

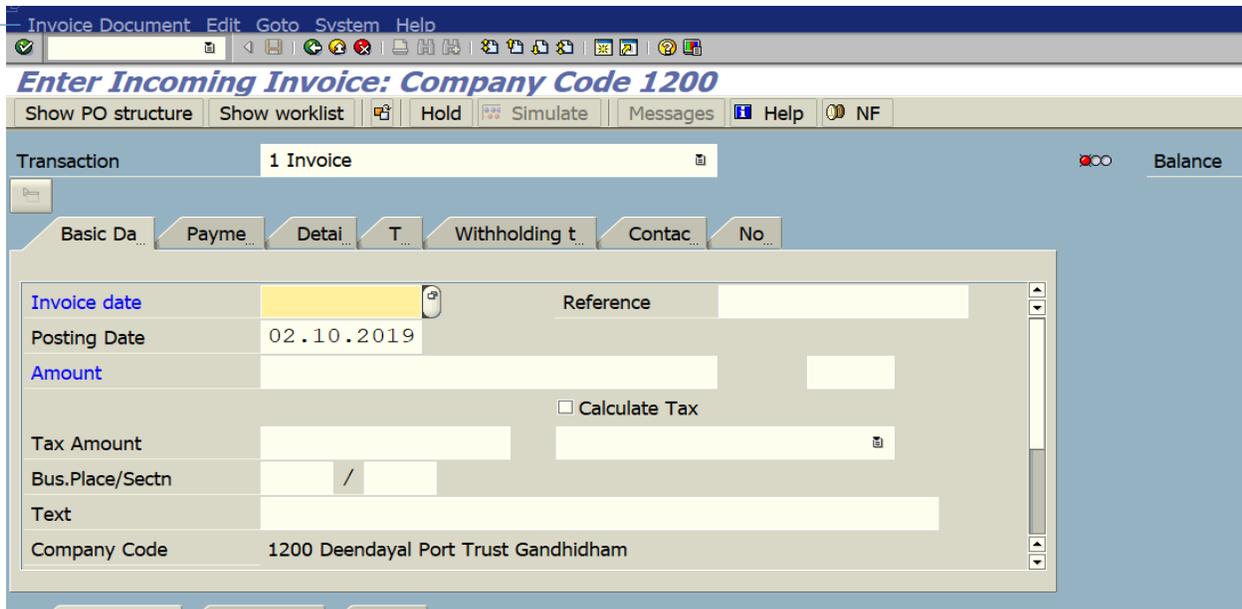
Back Save Parked Document Save as Completed Post

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

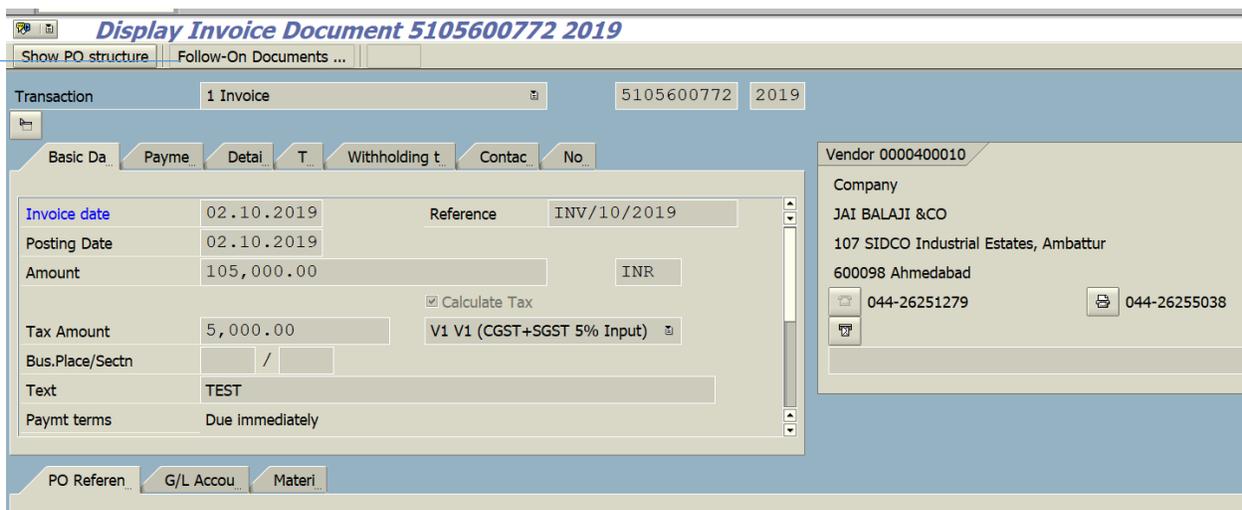
Invoice document 5105600772 wa



## SAP User Manual for Accounts Payables Process



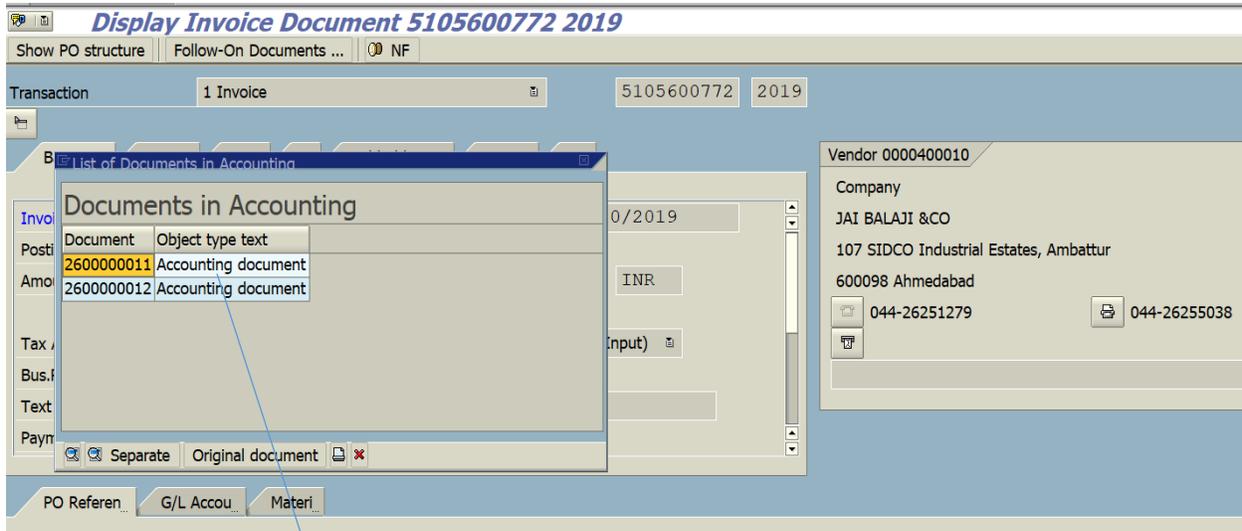
→ To view immediately posted invoice as well as accounting document, go to menu bar and click on “Invoice document” and click on “Display”.



→ Click on “Follow-On Documents”.

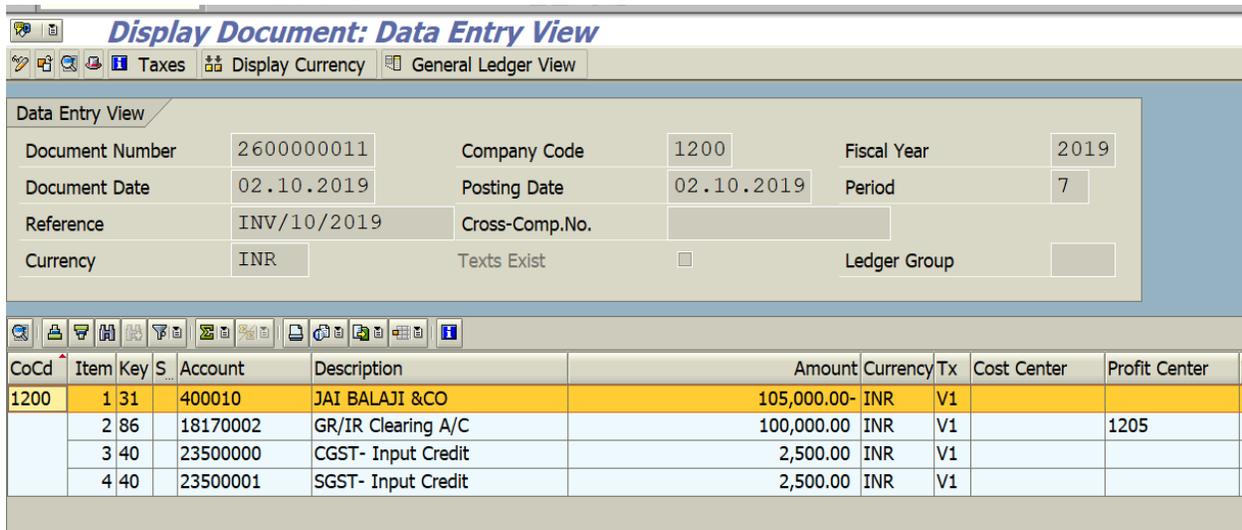


## SAP User Manual for Accounts Payables Process



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

1. Invoice Accounting Document:





## SAP User Manual for Accounts Payables Process

### 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	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key S	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center	Ver
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:

Confidential Document

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Accepting No Limits

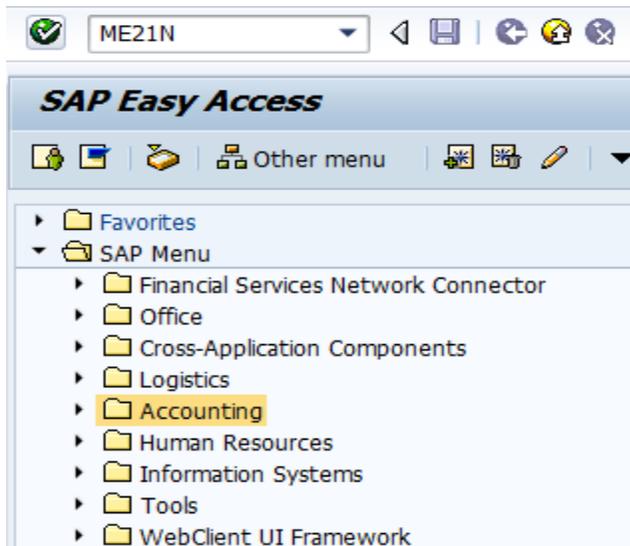
Alternative Thinking

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.



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area includes 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The 'Header' section contains a dropdown menu for 'ZSER Service Purchas...', a 'Vendor' field with '400010 JAI BALAJI &CO', and a 'Doc. Date' field with '03.04.2020'. A table below the header lists items with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, O..., and Matl Gr. The first row shows item '10' with material 'Service', a quantity of '1 AU', a delivery date of '04.04.2020', and a net price of '1,440.00 INR'. Below the table is a toolbar with icons and buttons for 'Default Values' and 'Add Planning'. The 'Item' section shows '1 [ 10 ] Service' and a series of tabs: 'Services', 'Limits', 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'India', and 'Account Assignmer'. The 'Invoice' tab is active, showing checkboxes for 'Inv. Receipt', 'Final Invoice', 'GR-Bsd IV', and 'S.-Based IV', along with an 'Invoicing Plan' button, a 'Tax Code' field, and a 'Taxes' button. A 'DP Category' dropdown is also visible.

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



## SAP User Manual for Accounts Payables Process

The screenshot shows the SAP 'Create Purchase Order' interface. The header includes 'ZSER Service Purchas...' and 'Vendor 400010 JAI BALAJI &CO' with a document date of '03.04.2020'. The main table lists item 10 as 'Service' with a quantity of 1 and a net price of 1,440.00 INR. Below the table, the 'Item' dropdown is set to '1 [ 10 ] Service'. The bottom tabs include 'Services', 'Limits', 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'India', 'Account Assignment', 'Texts', and 'Del...'. The 'Account Assignment' tab is active, showing fields for 'AccAssCat', 'K Cost center', 'Distribution', 'Single Account Assignm...', 'CoCode', 'Unloading Point', 'Recipient', 'G/L Account', 'CO Area', 'Cost Center', and 'Profit Center'.

**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.

This screenshot shows the same SAP 'Create Purchase Order' interface, but with the 'Account Assignment' tab selected. The 'K Cost center' is set to '1200', and the 'CoCode' is '1200 Deend...'. Other fields like 'G/L Account' (41400009), 'CO Area' (1200), 'Cost Center' (12050704), and 'Profit Center' (1205) are also visible.



## SAP User Manual for Accounts Payables Process

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

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Gr
	10	K	D		Service		1	AU	D 04.04.2020	1,440.00	INR	1	AU	Service
											INR			
											INR			
											INR			
											INR			

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



## SAP User Manual for Accounts Payables Process

**Create Purchase Order**

Document Overview On | Hold | Print Preview | Messages | Personal Setting

ZSER Service Purchas... Vendor 400010 JAI BALAJI & CO Doc. Date 03.04.2020

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pln
	10	K	D		Service		1	AU	D 04.04.2020	1,440.00	INR	1	AU	Service	Kar

Item: 1 [ 10 ] Service

Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Te

Unloading Point: Recipient: CoCode: 1200 Deend...

AccAssCat: Cost center: Distribution: Single Account Assignm... CoCode: 1200 Deend...

G/L Account: 41400009  
CO Area: 1200  
Cost Center: 12050704  
Profit Center: 1205

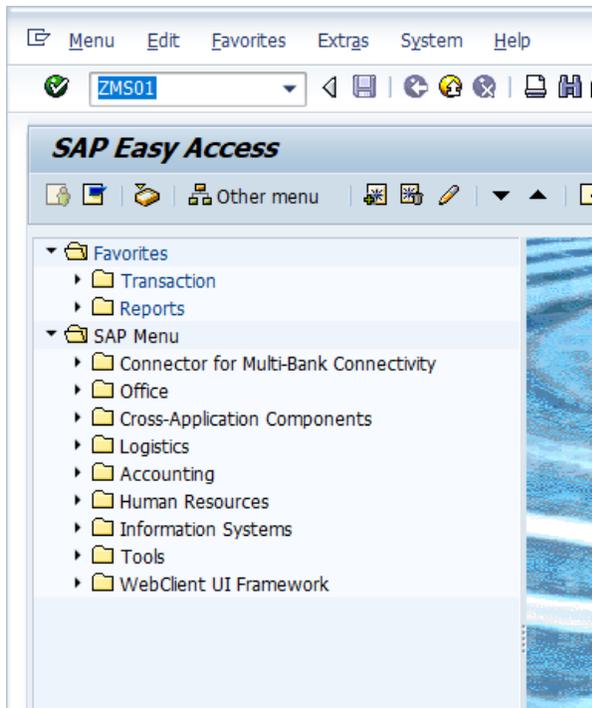
**Step 7:** Check and verify the GL account and Cost center and save the PO. To save click on “Save”. Once the PO is saved the system will populate the below message.

Service Purchase Ord created under the number 4203000013

### ZMS01 – Measurement Sheet (To record the Service Consumption)

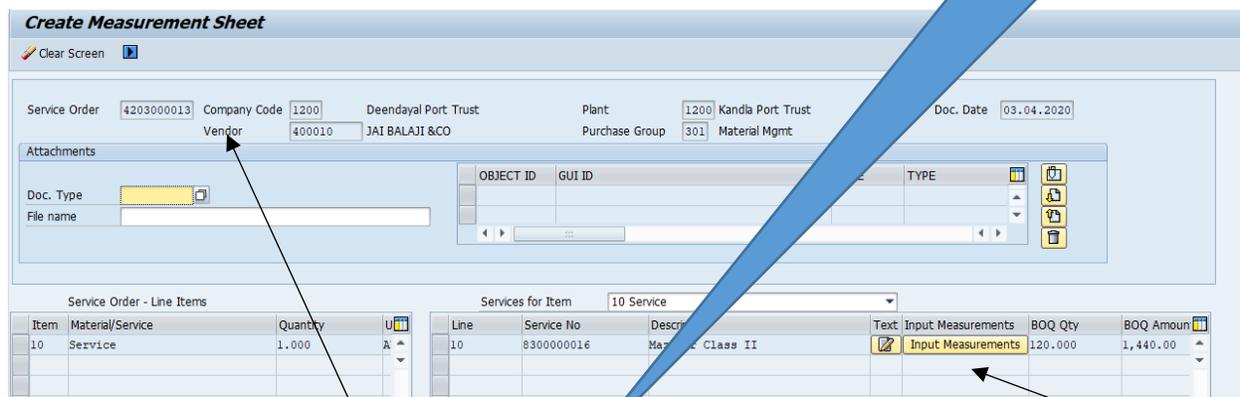
**Step 1:** Enter transaction code ZMS01 in command bar and press enter.

## SAP User Manual for Accounts Payables Process



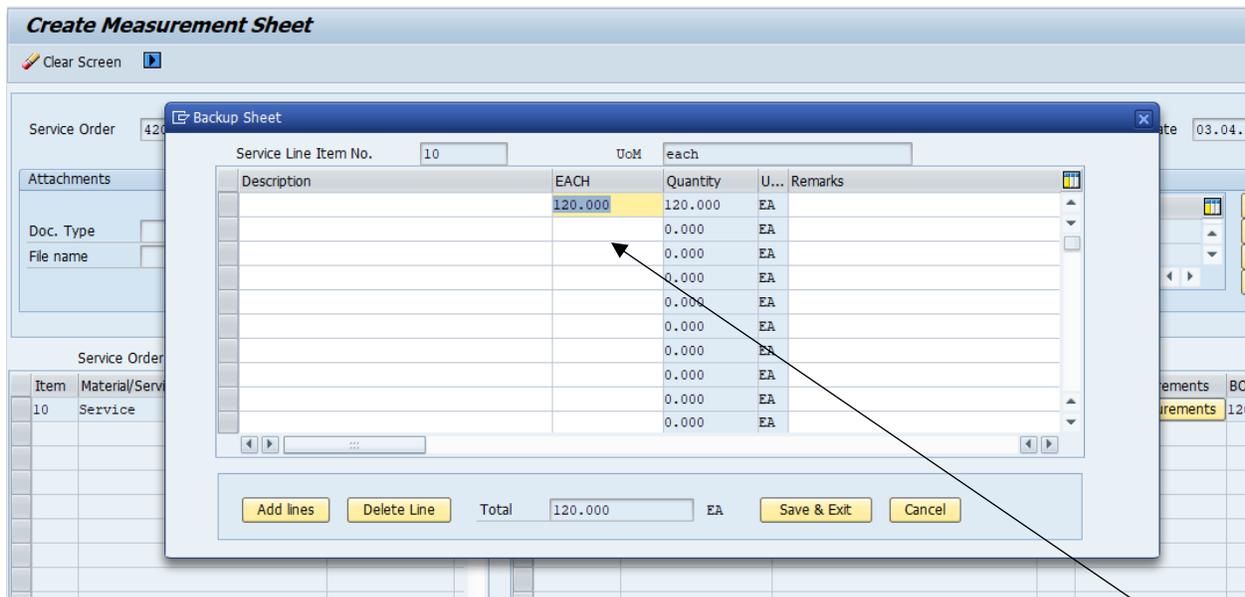
Company code details can be selected from Company code list data

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

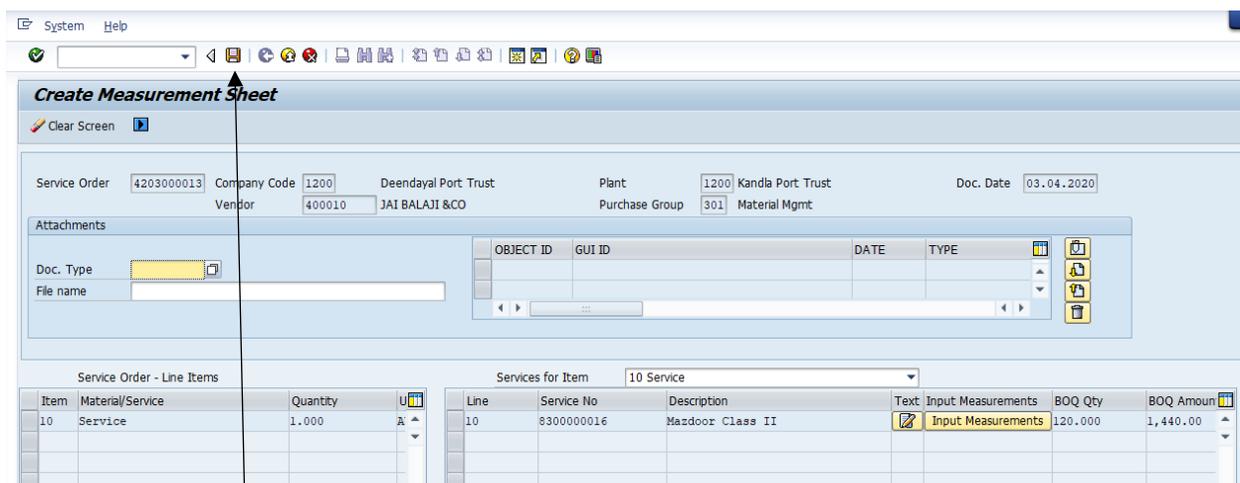


**Step 3:** Enter "Service PO Number & Company Code" and press enter and Click on the "Input Measurement" button to record the Service Consumption.

## SAP User Manual for Accounts Payables Process



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

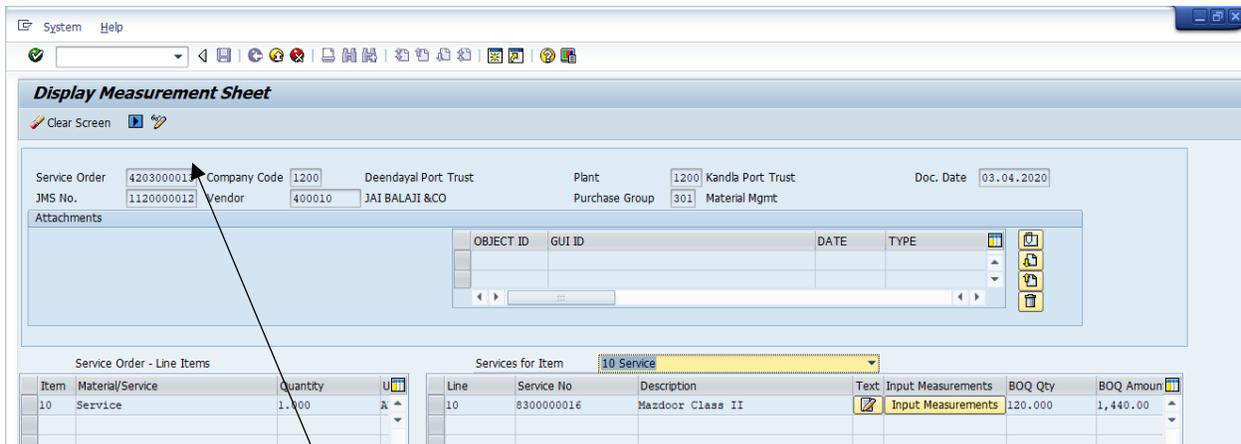


Step 5: Click on “Save” icon.

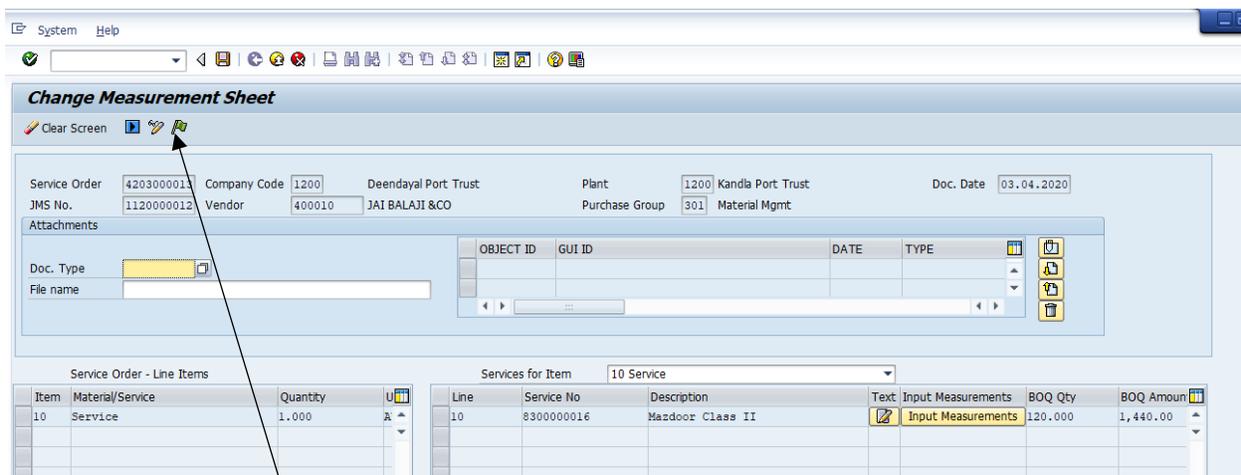
JMS: 1120000012 Successfully created.

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

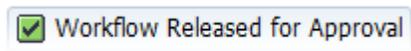
## SAP User Manual for Accounts Payables Process



**Step7:** Click on the “Change” icon.



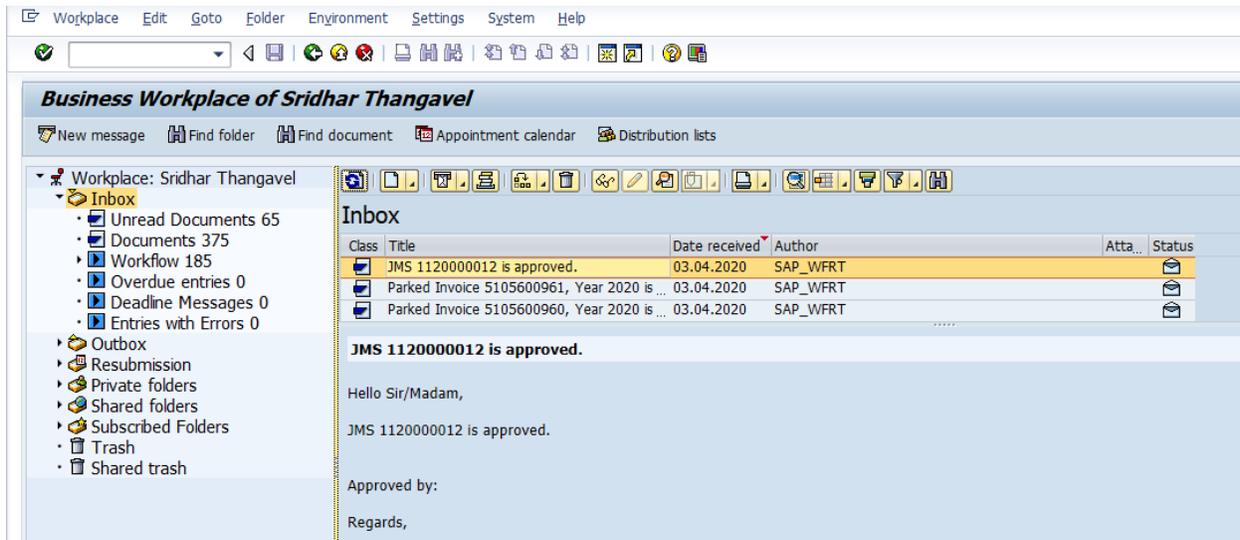
**Step8:** Click on the “Release” icon to trigger the approval process.



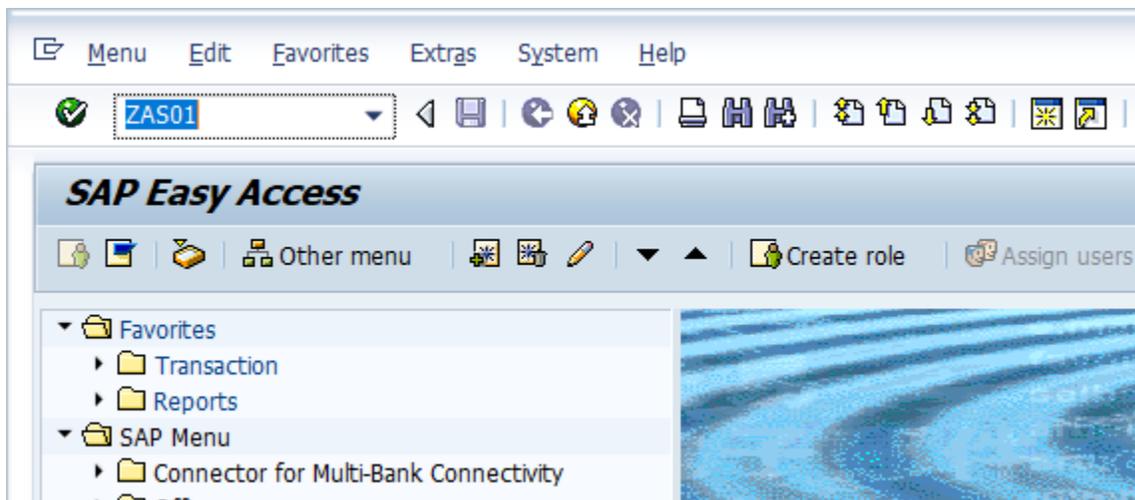
**Step9:** System will display the “Workflow released for approval” message at the bottom of the screen.



## 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.



# SAP User Manual for Accounts Payables Process

The screenshot shows the 'Create Abstract' screen in SAP. At the top, there are menu options 'System' and 'Help'. Below that is a toolbar with various icons. The main area is titled 'Create Abstract' and includes a 'Clear Screen' button. Below this, there are input fields for 'Service Order' (420300013), 'Company Code' (1200), 'Deendayal Port Trust', 'Doc. Date' (03.04.2020), 'Plant' (1200), 'Purchase Group' (301), and 'Vendor' (400010) with 'JAI BALAJI &CO' next to it. Below the input fields is a table titled 'List of Approved and open JMS'.

Select	JMS No	Created On	Created By	Changed On	Changed By	Approved
<input checked="" type="checkbox"/>	1120000012	03.04.2020	Sridhar Thangavel			03.04.20

At the bottom of the table, there is a 'Process Selection' button.

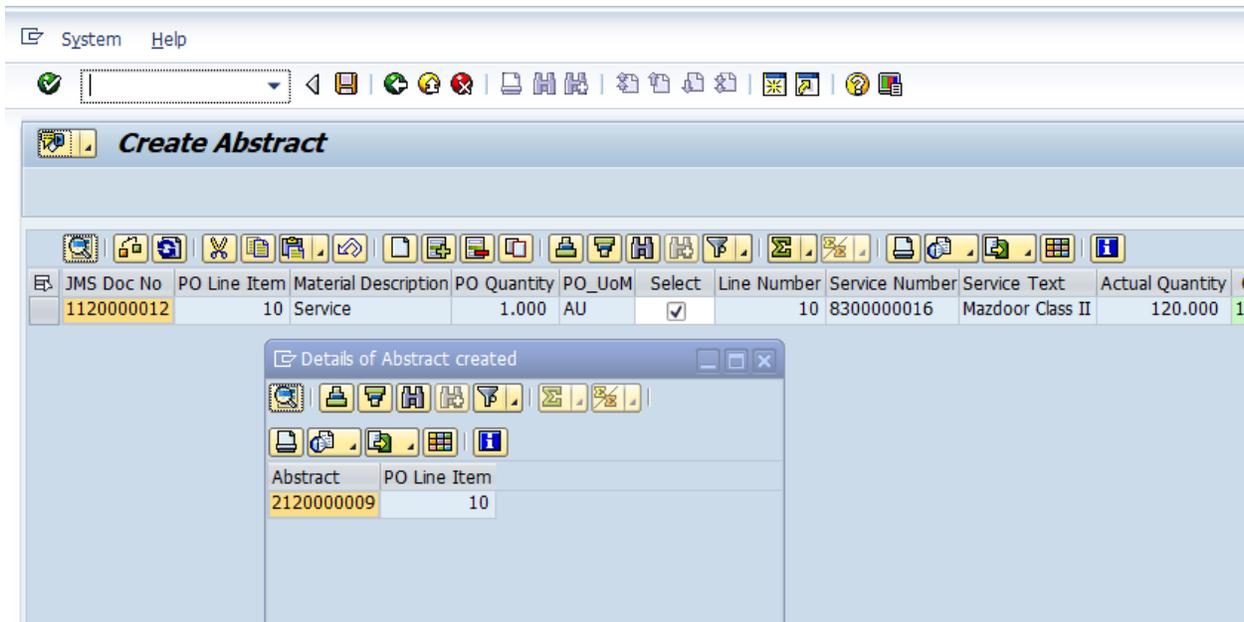
**Step13:** Enter the Service PO Number and Company Code and Press Enter,  
**Step14:** Select the Approved JMS and click the “Process Selection” Push button.

The screenshot shows the 'Create Abstract' screen in SAP, displaying a detailed table of items. The table has columns for JMS Doc No, PO Line Item, Material Description, PO Quantity, PO\_UoM, Select, Line Number, Service Number, Service Text, Actual Quantity, Quantity, and Service UoM.

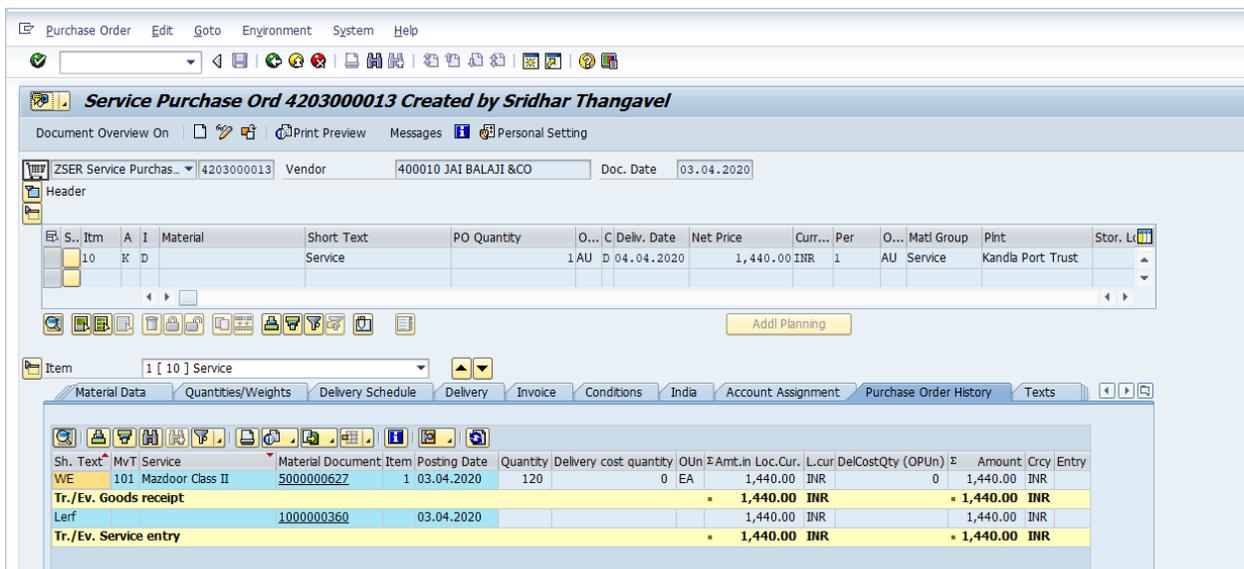
JMS Doc No	PO Line Item	Material Description	PO Quantity	PO_UoM	Select	Line Number	Service Number	Service Text	Actual Quantity	Quantity	Service UoM
1120000012	10	Service	1.000	AU	<input checked="" type="checkbox"/>	10	8300000016	Mazdoor Class II	120.000	120.000	EA

**Step15:** Click on the “Save” icon.

## SAP User Manual for Accounts Payables Process

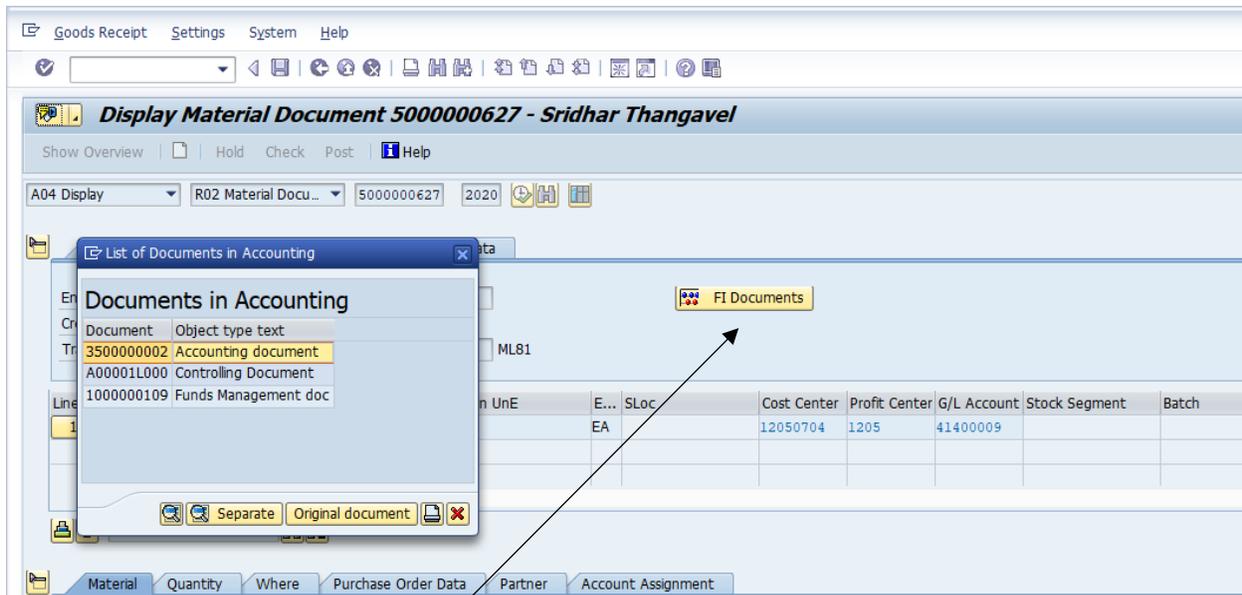


**Step16:** System will create the Abstract and will show the “Abstract” Number.

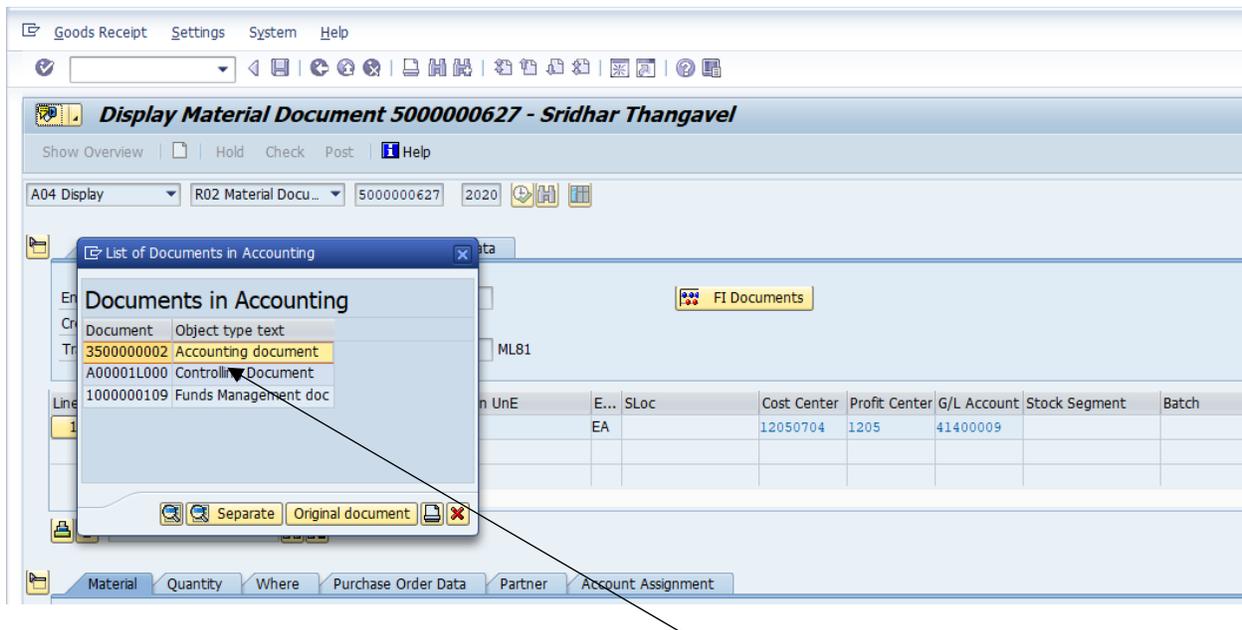


**Step17:** System will create the “Service Entry Sheet” and “GR Document” both will get update the Purchase Order History Tab.

## SAP User Manual for Accounts Payables Process



**Step 18:** 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



## SAP User Manual for Accounts Payables Process

**Step20:** System will display the Accounting Document.

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 500000002 Company Code: 1200 Fiscal Year: 2020  
 Document Date: 03.04.2020 Posting Date: 03.04.2020 Period: 1  
 Reference: Cross-Comp.No.:  
 Currency: INR Texts Exist: Ledger Group:

CoCd	Item	Key S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Sales Doc.
1200	1	81	KBS	41400009	R & M-other equip.	1,440.00	INR		12050704	1205	
	2	96	WRX	18170002	GR/IR Clearing A/C	1,440.00	INR			1205	

**MIR7 – Vendor Invoice Parking:**

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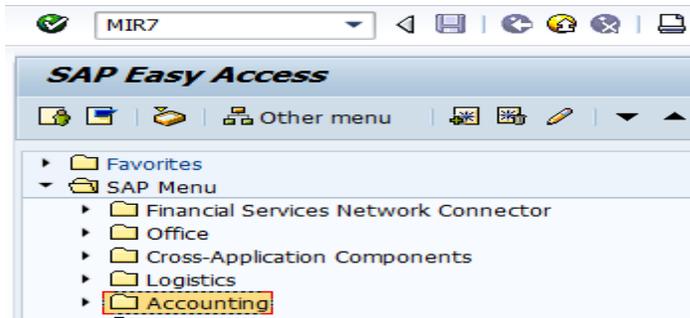
Alternative Thinking

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



## SAP User Manual for Accounts Payables Process

**Park Incoming Invoice: Company Code 1200**

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

Transaction 1 Invoice Balance 1.512,00- INR

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference DEPT/INV/2020  
Posting Date 03.04.2020  
Amount INR  
Tax Amount 72,00  Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn /  
Text Vendor invoice park document workflow  
Paymt terms Due immediately

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

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 Contract
1	1.440,00	120	EA	4203000013	10	Mazdoor Class II	

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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference DEPT/INV/2020  
Posting Date 03.04.2020  
Amount 1.512,00 INR  
Tax Amount 72,00  Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn /  
Text Vendor invoice park document workflow  
Paymt terms Due immediately

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

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 Contract
1	1.440,00	120	EA	4203000013	10	Mazdoor Class II	

**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

**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

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date 03.04.2020 Reference DEPT/INV/2020  
Posting Date 03.04.2020  
Amount 1.512,00 INR  
Tax Amount 72,00 Calculate Tax V1 V1 (CGST+SGST 5% Input)  
Bus.Place/Sectn /  
Text Vendor invoice park document workflow  
Paymt terms Due immediately

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

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 Contract
1	1.440,00	120	EA	4203000013	10	Mazdoor Class II	

Step 5: Click on "Simulate".



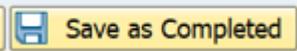
## SAP User Manual for Accounts Payables Process

Position	A. G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing Doc.	Item	T...	Jurisd. Code	Tax date	Bus...	Cost C
1K	18110000	JAI BALAJI &CO / 600098 A.	1.483,00	INR			**				
2S	18170002	GR/IR Clearing	1.440,00	INR	4203000013	10	V1				12050
3S	23500000	CGST- Input Credit	36,00	INR			V1				
4S	23500001	SGST- Input Credit	36,00	INR			V1				
1200000000S	18150012	TDS Payable - Salaries	29,00	INR							

Debit 1.512,00      Credit 1.512,00      Bal. 0,00

Buttons: Back, Save Parked Document, Save as Completed, X

**Step 6:** In the above screen check and verify the line items and “**Save As Completed**” the document. This will trigger the workflow

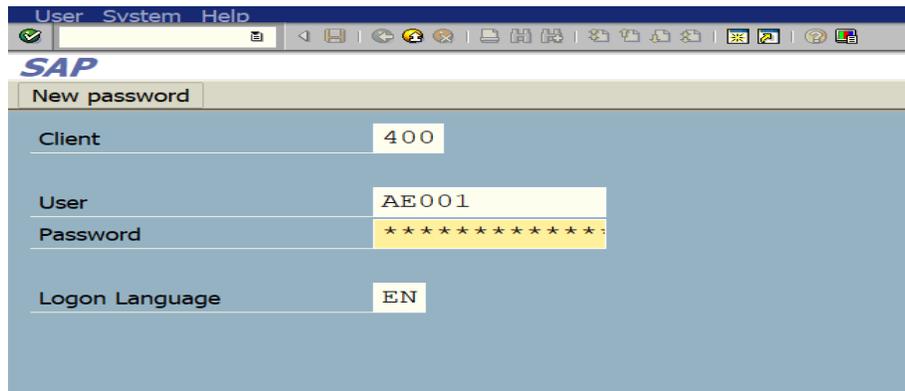
To Post the document, click on “ **Save as Completed** Button”, the system will give the information message as below

 Invoice document 5105600969 has been saved as complete

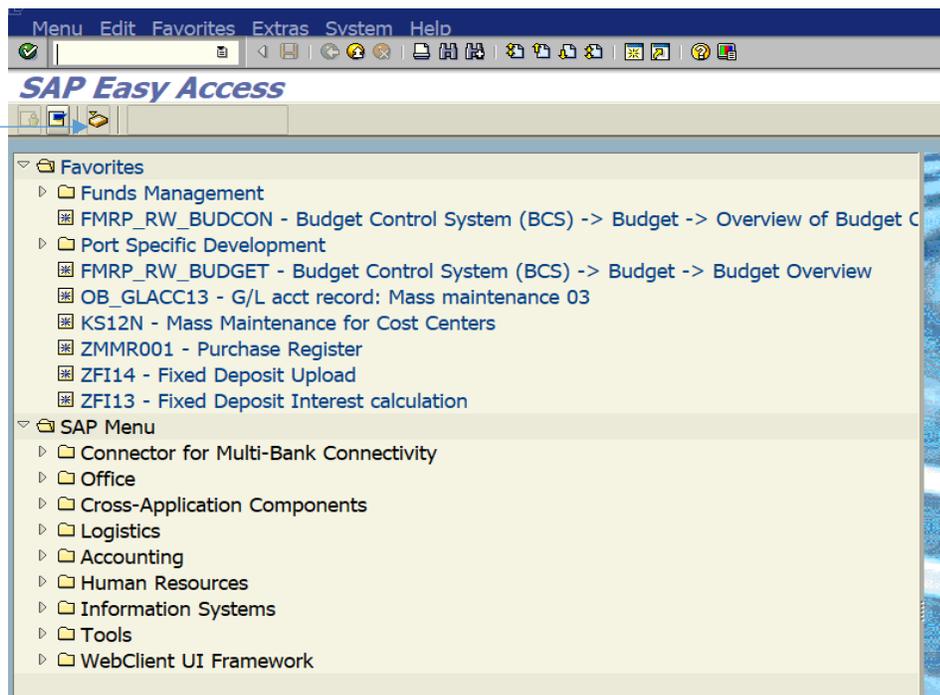


## SAP User Manual for Accounts Payables Process

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



**Step 8:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Payables Process

**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.

**Business Workplace of Assistant Engineer**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 70
  - Documents 131
  - Workflow 667**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 667**

Exec	Title	Status	Work Item ID	Creation Date	Creation TI	P	Att
	Please approve the Parked Invoice 5105600969, Year 2020		429175	03.04.2020	23:19:00	5	
	Complete parked invoice 5105600969 2020		429170	03.04.2020	23:19:00	5	
	Please approve the Parked Invoice 5105600968, Year 2020		429131	03.04.2020	22:48:30	5	
	Complete parked invoice 5105600968 2020		429126	03.04.2020	22:48:30	5	
	Please approve the Purchase Requisition 2003000253		429063	03.04.2020	20:10:42	5	
	Please approve the Purchase Requisition 2003000253		429060	03.04.2020	20:08:44	5	
	Please approve the Purchase Requisition 2002000501		429032	03.04.2020	19:26:11	5	
	Please approve the Purchase Requisition 2002000502		429029	03.04.2020	19:22:57	5	
	Please approve the Purchase Requisition 2002000502		428995	03.04.2020	18:37:01	5	
	Please approve the Purchase Requisition 2002000502		428992	03.04.2020	18:36:32	5	
	Please approve the Purchase Requisition 2002000501		428860	03.04.2020	12:51:47	5	
	Please approve the Purchase Requisition 2002000405		428588	02.04.2020	15:09:08	5	
	Please approve the Purchase Requisition 2002000405		428585	02.04.2020	15:07:38	5	
	Please approve the Purchase Requisition 2002000408		428573	02.04.2020	12:35:43	5	

Tips & tricks: Create substitute...

Please approve the Parked Invoice 5105600969, Year 2020

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist



## SAP User Manual for Accounts Payables Process

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

The screenshot shows the 'Decision Step in Workflow' interface. At the top, there are icons for Workflow, Create, and Import. The main text reads: 'Please approve the Parked Invoice 5105600969, Year 2020'. Below this, it says 'Choose one of the following alternatives' and lists five options: Approve, Reject, Display, Approval or Rejection History, and Hold. The 'Approve' option is highlighted with a blue bar. At the bottom, there are two columns: 'Description' and 'Objects and attachments'. The 'Description' column contains three paragraphs of text explaining the process and the effect of the 'Cancel' button. The 'Objects and attachments' column contains the text 'No attachments or objects exist'.

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	
<b>Description</b> 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 <b>Cancel</b> , the user decision remains in your inbox for processing.	<b>Objects and attachments</b> No attachments or objects exist

**Step 12:** Once parked Invoice “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

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

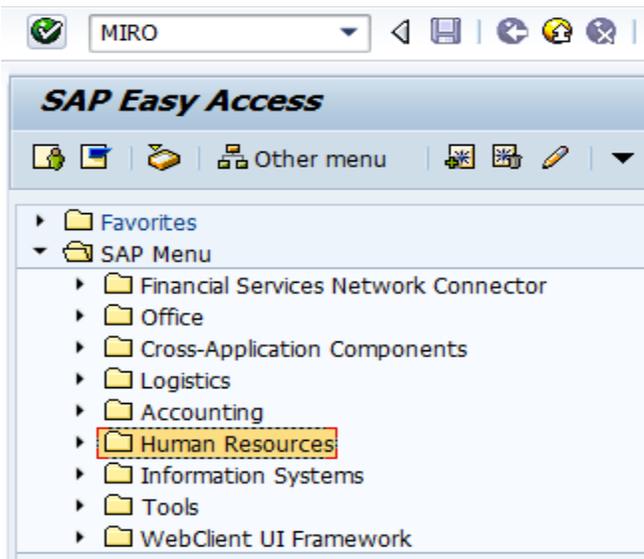
Data Entry View

Document Number: 2600000004 | 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	1,483,00-	INR	V1			
	2	86	WRX	18170002	GR/IR Clearing A/C	1,440,00	INR	V1	12050704	1205	
	3	40	ZIC	23500000	CGST- Input Credit	36,00	INR	V1			
	4	40	ZIS	23500001	SGST- Input Credit	36,00	INR	V1			
	5	50	WIT	18150012	TDS Payable-Salaries	29,00-	INR				

### MIRO – Vendor Invoice Posting (For Service PO):

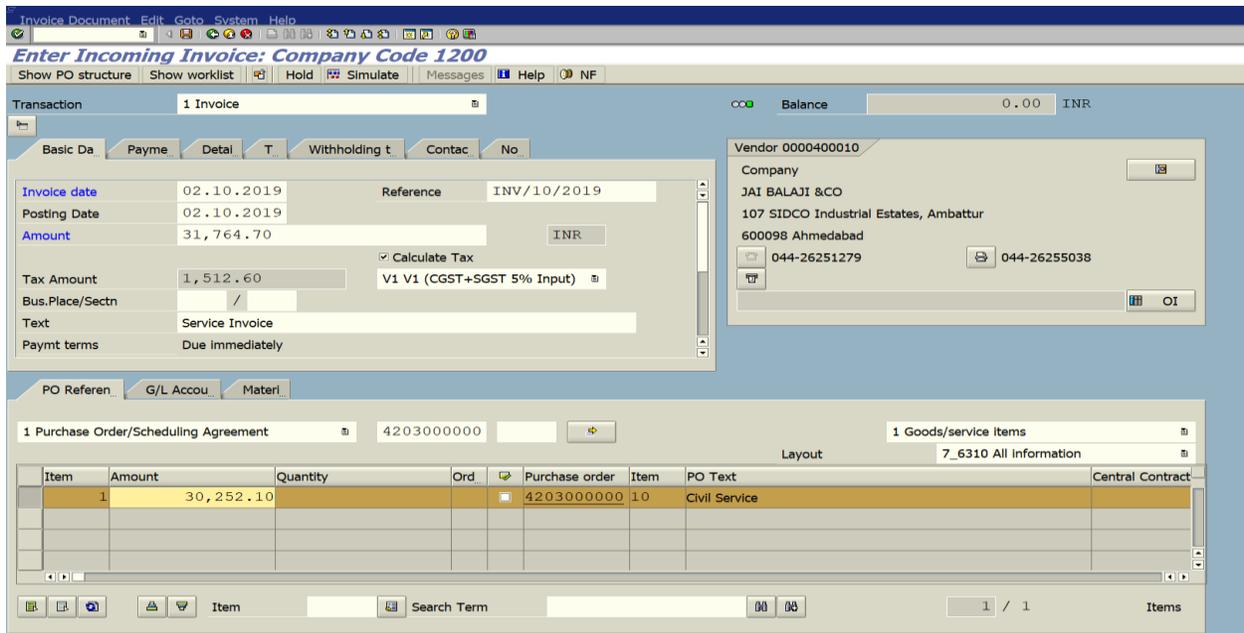
**Step 1:** Enter Transaction code MIRO in command bar and press enter



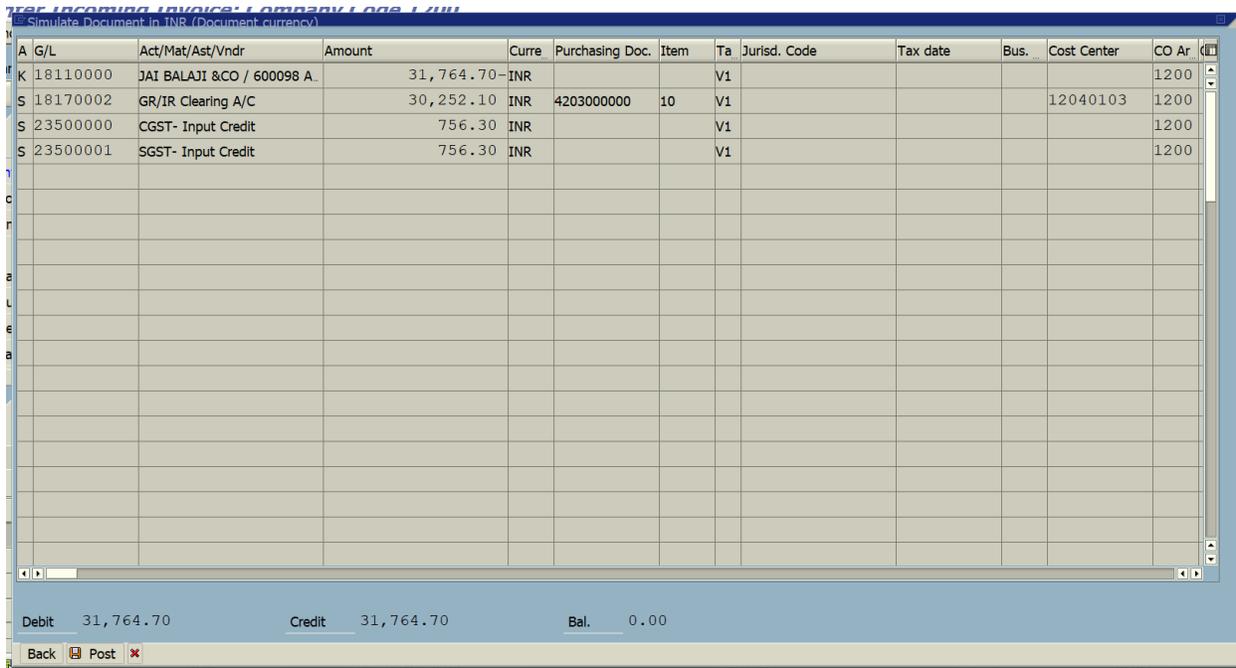
**Step 2:** In the next screen enter the required details



# SAP User Manual for Accounts Payables Process



**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

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## SAP User Manual for Accounts Payables Process

Document no. 5105600773 created (

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

**Display Document: Data Entry View**

Data Entry View

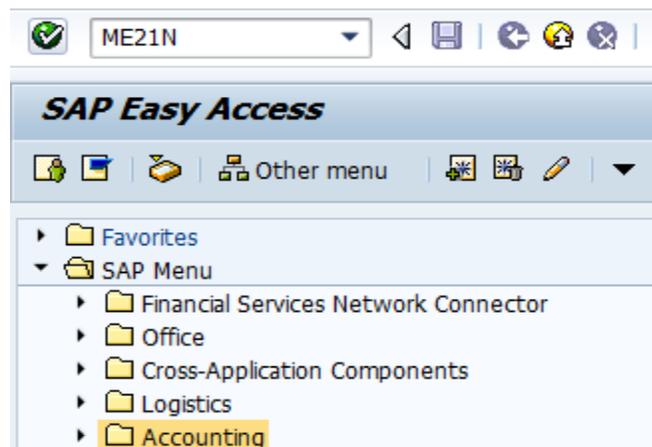
Document Number	2600000013	Company Code	1200	Fiscal Year	2019
Document Date	02.10.2019	Posting Date	02.10.2019	Period	7
Reference	INV/10/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

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

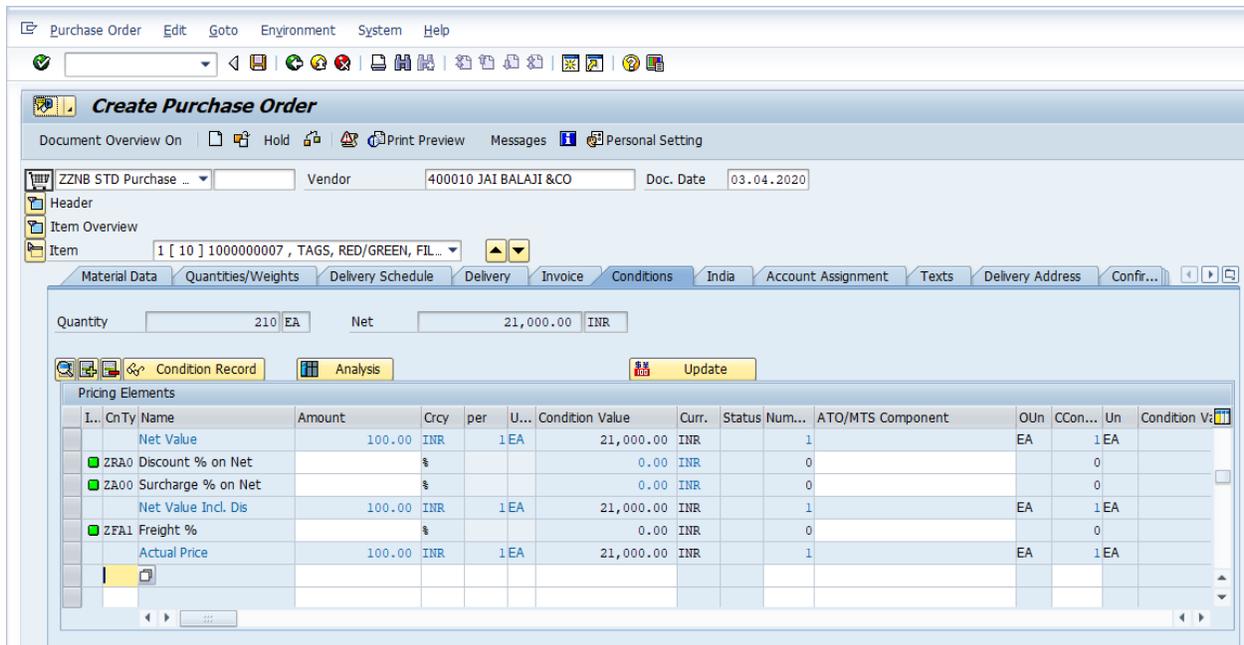
**Step 2:** In the next screen enter the required details.

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area displays 'Create Purchase Order' and 'Document Overview On'. The document details include 'ZZNB STD Purchase ...', 'Vendor: 400010 JAI BALAJI & CO', and 'Doc. Date: 03.04.2020'. The 'Payment Processing' tab is active, showing 'Retention: Not Applicable', 'DP Category: M Mandatory Down Payment', 'Down Payment %: 50.00 %', and 'Due Date: 03.04.2020'. Below this is a table of items with columns for S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, Pint, and Stor. L. The first row shows item 10 with material 1000000007, short text 'Q GS, RED/GREEN, FILE...', PO Quantity 210, EA, Deliv. Date 03.04.2020, Net Price 100.00, and currency INR. The bottom of the screen has a toolbar with icons and buttons for 'Default Values' and 'Addl Planning'.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. L
10				1000000007	Q GS, RED/GREEN, FILE...	210	EA	D	03.04.2020	100.00	INR	1	EA	Printing& St...	Kandla Port Trust	Medical
											INR					
											INR					
											INR					
											INR					
											INR					



## SAP User Manual for Accounts Payables Process

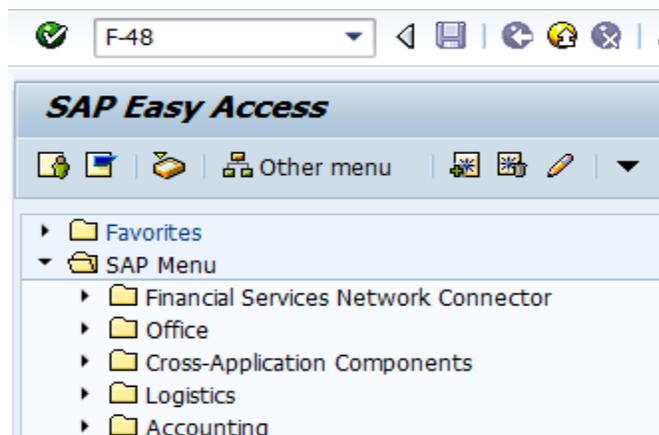


**Step 3:** Provide the values as shown above and save the PO. To save click on “Save”. Once the PO is saved the system will propose the below message.

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.





## SAP User Manual for Accounts Payables Process

**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.



## SAP User Manual for Accounts Payables Process

**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: [ ]  
 Purch.Doc.: [ ] [ ] [ ] Real Estate:   
 Contract: [ ] / [ ] Flow Type: [ ]  
 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



## SAP User Manual for Accounts Payables Process

Display of posted document:

**Display Document: Data Entry View**

Display Currency    General Ledger View

Data Entry View

Document Number	2300000001	Company Code	1200	Fiscal Year	2020
Document Date	03.04.2020	Posting Date	03.04.2020	Period	1
Reference	ADVANCE PAYMENT	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key	S	Trs	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center
1200	1	50			23110001	Allahabad Bank -Inco	21.000,00-	INR			1204
	2	29	A		400010	JAI BALAJI &CO	21.000,00	INR			



## SAP User Manual for Accounts Payables Process

### 22. Accounts Payable Reporting:

To see the Accounts Payable related information's mainly we can use the following reports:

FBL1N – Vendor Line Item Display

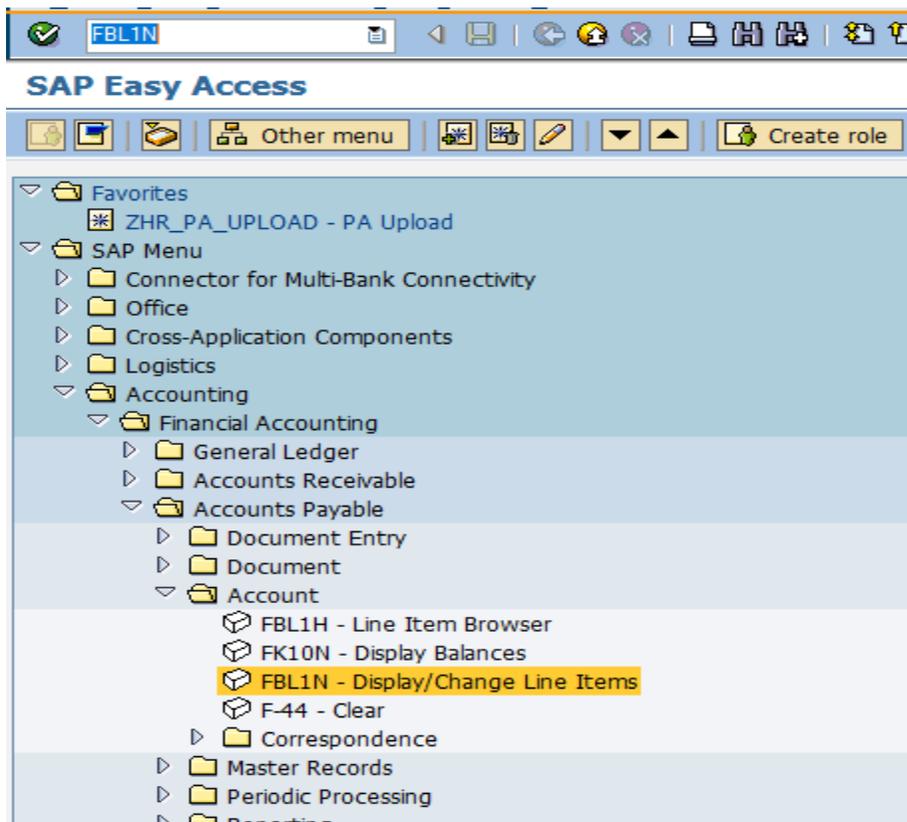
FK10N – Vendor Account Balance Display

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.

The screenshot displays the SAP 'Vendor Line Item Display' interface. At the top, there is a standard SAP toolbar. Below it, the title 'Vendor Line Item Display' is shown. The main area is divided into three sections: 'Vendor selection', 'Selection using search help', and 'Line item selection'. In the 'Vendor selection' section, the 'Vendor account' field contains '400067' and the 'Company code' field contains '1100', both highlighted in yellow. The 'Selection using search help' section has empty input fields for 'Search help ID' and 'Search string', and a 'Search help' button. The 'Line item selection' section has a 'Status' dropdown menu with 'Open items' selected and highlighted in yellow. Below this, there are three radio button options: 'Open items', 'Cleared items', and 'All items'. Each option has associated date fields and a right-pointing arrow button.

**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.



## 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000088	KR	12.03.2020			100,00-	INR		Vendor Invoice
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000089	KR	17.03.2020			10.000,00-	INR		Vendor Invoice
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000090	KR	17.03.2020			150,00-	INR		Vendor Invoice
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000091	KR	17.03.2020			160,00-	INR		Vendor Invoice test
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2200000092	KR	17.03.2020			170,00-	INR		Vendor Invoice
* <input checked="" type="checkbox"/>							10.580,00-	INR		
** Account 400067							10.580,00-	INR		

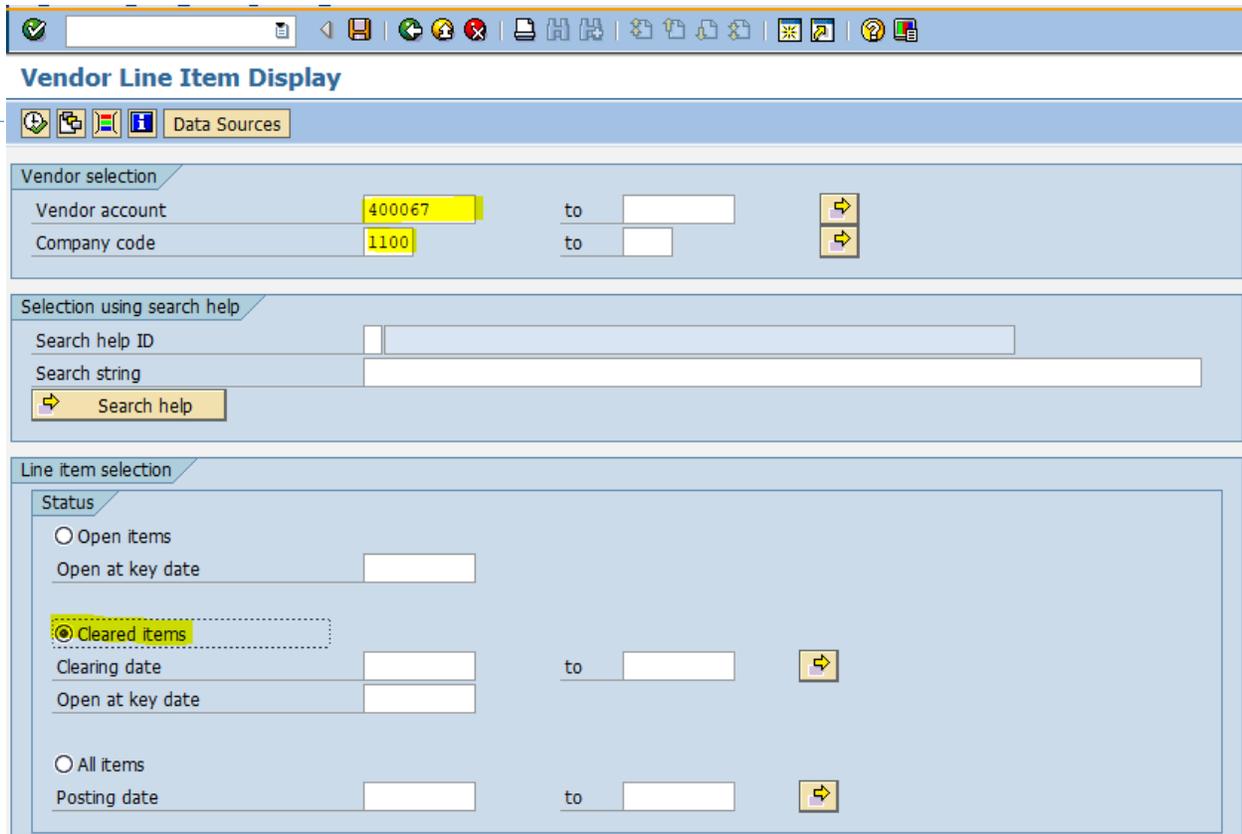
Vendor: \*  
Company Code: \*  
Name: \*  
City: \*

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.

## SAP User Manual for Accounts Payables Process

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



The screenshot shows the SAP 'Vendor Line Item Display' interface. The 'Vendor selection' section has 'Vendor account' set to 400067 and 'Company code' set to 1100. The 'Line item selection' section has 'Cleared items' selected under the 'Status' dropdown. The 'Clearing date' and 'Open at key date' fields are visible, along with 'to' date fields and navigation arrows. A blue arrow points from the 'Cleared items' radio button to the text in Step 5.

**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.



## 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
		2200000087	RR	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		

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



## SAP User Manual for Accounts Payables Process

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

**Vendor Line Item Display**

Data Sources

**Vendor selection**

Vendor account 400067 to [ ]

Company code 1100 to [ ]

**Selection using search help**

Search help ID [ ]

Search string [ ]

Search help

**Line item selection**

**Status**

Open items

Open at key date [ ]

Cleared items

Clearing date [ ] to [ ]

Open at key date [ ]

All items

Posting date [ ] to [ ]

**Step 7:** In the above screen once entered the required information as highlighted in yellow color then click on “” button the system will display the below screen.



## 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
<input type="checkbox"/>		2200000088	KR	12.03.2020			100,00-	INR		Vendor Invoice
<input type="checkbox"/>		2200000089	KR	17.03.2020			10.000,00-	INR		Vendor Invoice
<input type="checkbox"/>		2200000090	KR	17.03.2020			150,00-	INR		Vendor Invoice
<input type="checkbox"/>		2200000091	KR	17.03.2020			160,00-	INR		Vendor Invoice test
<input type="checkbox"/>		2200000092	KR	17.03.2020			170,00-	INR		Vendor Invoice
*							10.580,00-	INR		
<input type="checkbox"/>		2200000087	KR	12.03.2020			10.000,00-	INR	2300000012	Vendor Invoice
<input type="checkbox"/>		2300000012	KZ	06.07.2020			10.000,00	INR	2300000012	
*							0,00	INR		
** Account 400067							10.580,00-	INR		

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

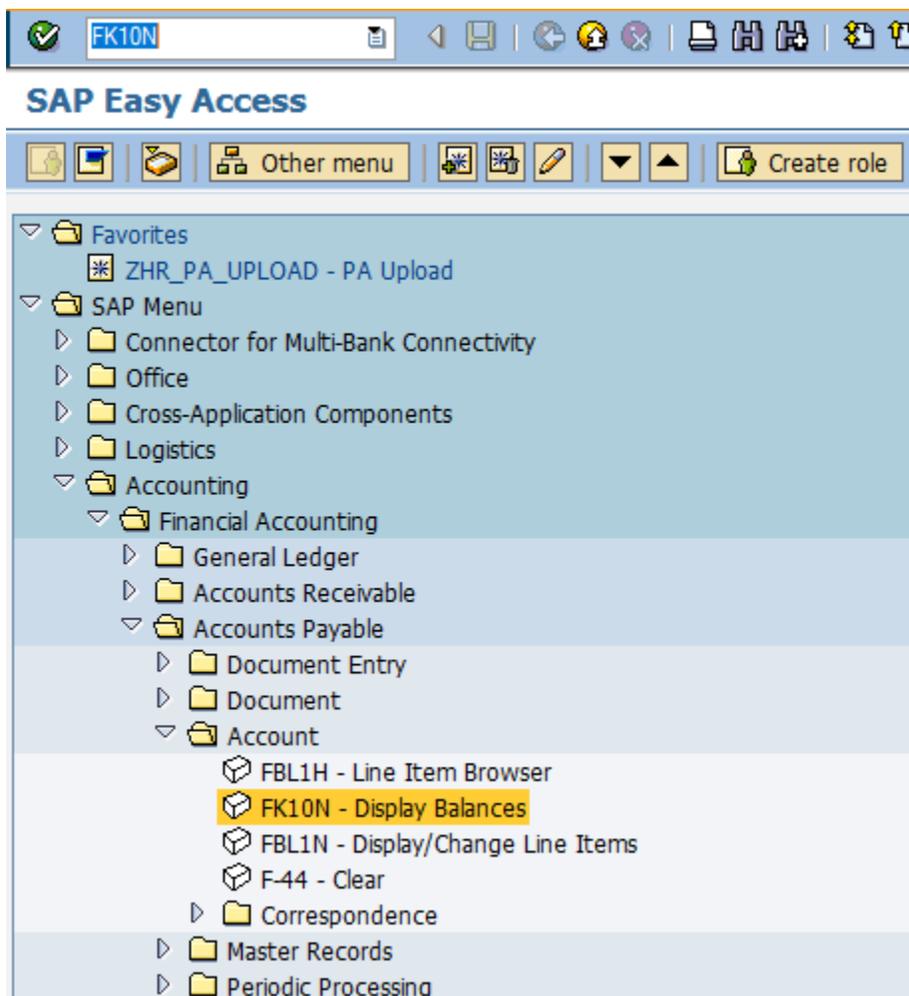


## SAP User Manual for Accounts Payables Process

### 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**)





## SAP User Manual for Accounts Payables Process

**Step 2:** Double click on FK10N then the system will display the below screen.

Vendor	Company code	Fiscal year
400067	1100	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.



### SAP User Manual for Accounts Payables Process

**Vendor Balance Display**

Vendor: 400067 David enterprises  
 Company Code: 1100 Chennai Port Trust  
 Fiscal Year: 2020  
 Display crncy: 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-	
<b>Total</b>	<b>10.000,00</b>		<b>10.000,00</b>	<b>10.580,00-</b>	

As per the above screen shown now that Vendor account 400067 for which the debit and credit balances of the vendor are displayed.

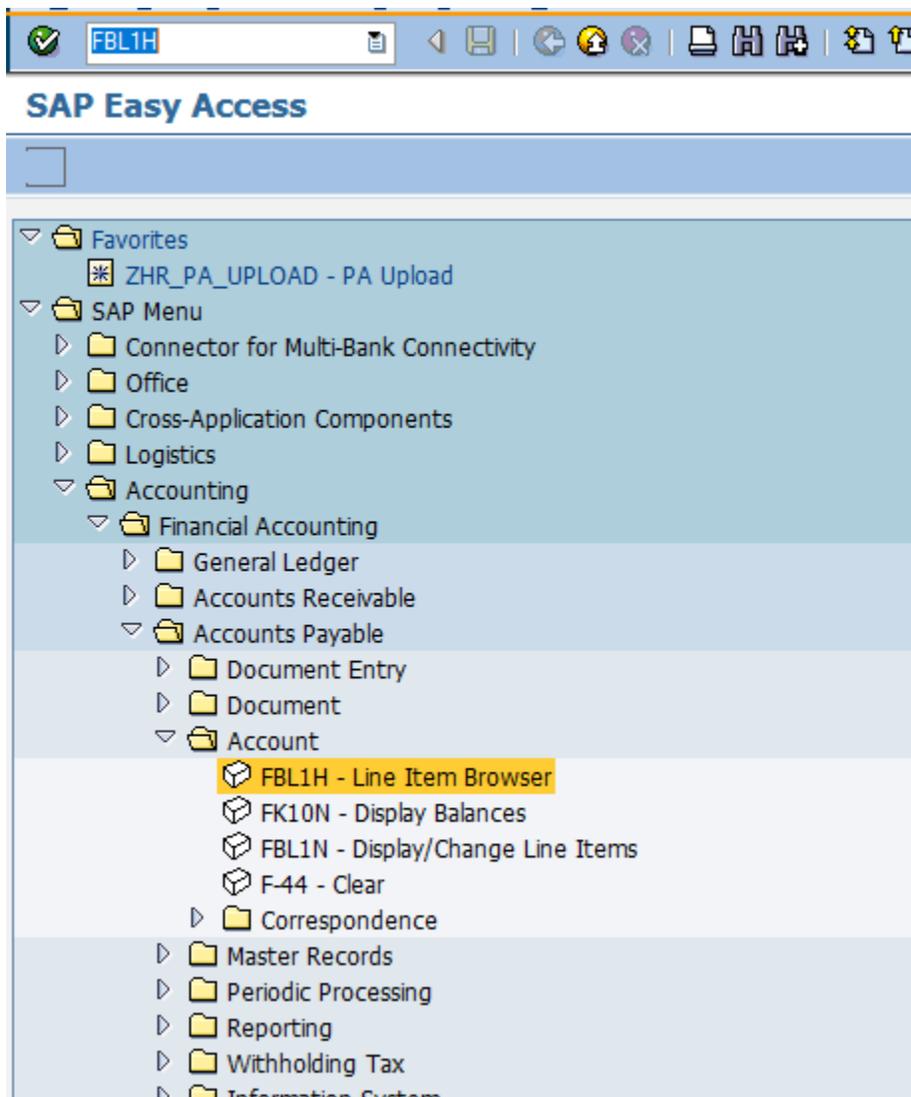


## SAP User Manual for Accounts Payables Process

### 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**).





## SAP User Manual for Accounts Payables Process

**Step 2:** Double click on FBL1H then the system will display the below screen.

**Vendor Line Item Browser**

**General Restrictions**

Company Code 1100 to

Vendor to

**Line Item Selection**

**Status**

Open Items

Details for selection of Open Items

Open Items at Key Date 13.07.2020

Cleared Items

Details for selection of Cleared Items

Clearing Date to

Open Items at Key Date

All Items

Details for selection of All Items

Posting Date to

**Type**

Normal Items

Special G/L Transactions

Noted Items

Parked Items

Customer Items

**Step 3:** In the above screen once entered the required information as highlighted in yellow color then click on “” button the system will display the below screen. In case we want to view this vendor line item report with certain selections, there are several parameters available in the above screen that can be used to generate the report as per the selections.



### SAP User Manual for Accounts Payables Process

**Vendor Line Item Browser**

CoCode	Fiscal Yr	Period	Vendor	CCodeCurr	CCode	Curr Value	DB	Rows
					<b>INR</b>	<b>1.821.861,14-</b>		<b>166</b>
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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