

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

**FINANCIAL ACCOUNTING &
CONTROLLING**

**ACCOUNTS PAYABLE WITH PURCHASE
ORDER INTEGRATION**

TABLE OF CONTENTS

1	DOCUMENT CONTROL	3
1.1	DOCUMENT HISTORY	3
1.2	DISTRIBUTION	3
2	VENDOR INVOICE PARKING.....	4
2.1	OVERVIEW.....	4
2.2	MENU PATH.....	4
2.3	STEPS.....	5
3	VENDOR INVOICE POSTING.....	10
3.1	OVERVIEW.....	10
3.2	MENU PATH.....	10
3.3	STEPS.....	10
4	VENDOR INVOICE APPROVAL BY DGM	13
4.1	OVERVIEW.....	13
4.2	MENU PATH.....	13
4.3	STEPS.....	13
5	FUND TRANSFER BY CPO.....	15
5.1	OVERVIEW.....	15
5.2	MENU PATH.....	15
5.3	STEPS.....	15
6	VENDOR PAYMENT WITH CHEQUE PRINT.....	18
6.1	OVERVIEW.....	18
6.2	MENU PATH.....	18
6.3	STEPS.....	18
7	VENDOR ADVANCE PAYMENT	24
7.1	OVERVIEW.....	24
7.2	MENU PATH.....	24
7.3	STEPS.....	24
8	VENDOR LINE ITEM REPORT	30
8.1	OVERVIEW.....	30
8.2	MENU PATH.....	30
8.3	STEPS.....	30
9	VENDOR BALANCES REPORT	33
9.1	OVERVIEW.....	33
9.2	MENU PATH.....	33
9.3	STEPS.....	33
10	GLOSSARY	35
11	APPENDIX.....	36
11.1	T - CODES FOR REOPRTS.....	36

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	10-07-2018	Abhishek Sharma	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
10-07-2018	Madhur Rastogi	For Information

2 VENDOR INVOICE PARKING

2.1 OVERVIEW

We have created a dash board with Transaction code ZFI4024, By this t code all purchase order line items will be appeared in a single screen with profit center. By this transaction code any vendor invoice can be parked if its created by the reference of any Purchase order. We can park the document once material management department complete the GR or Service entry. Once Goods receipts no or Service receipt number updated in this dashboard then link will be enable for invoice parking.

Detail of Columns in Procurement to pay Dash board

First column shows the serial number

Second column shows the purchase order number, we can check the purchase order after clicking on the PO no.

Third column shows the PO line items

Forth Column shows the Company code

Fifth column shows the Plant or Profit center number

Sixth column shows the vendor number for which purchase order created by MM team

Seventh column shows the vendor name

Eighth column shows the goods receipt number in case of material

Ninth column shows the service receipt number in case of service entry sheet

Tenth column shows the check box if invoice copy attached by JE in goods receipt or service receipt

Eleventh column shows the advance payment request number in case of advance to be given to vendor

Twelve column shows the link for Parking of vendor invoice, this will work only when goods receipt or service receipt number updated against the purchase order

Thirteen column shows the link for Posting or Approving of vendor invoice, this will enable once document number updated in forward column

Fourteenth column shows the year of posted vendor invoice

Fifteenth column shows the vendor invoice FI document number

Sixteenth column shows the advance request amount raised by JE, such as advance to be paid to vendor

Seventeenth column shows the Link for fund transfer by Head Office

Eighteenth column shows the Link for Manual or Cheque payment to vendor (F-58)

Nineteenth column shows the Link for automatic payment to vendor (F110), you can use either one link for vendor payment

Twentieth column shows the Payment document number, this will update once payment is done by F-58 Or F110

Twenty one column shows the Amount paid to vendor

Twenty two column shows the link for down payment clearing in case of advance payment (F-54)

Twenty three column shows the link for pen item clearing in care of advance payment clearing (F-44)

2.2 MENU PATH

Menu Path	N/A
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Transaction Code ZFI4024- Procurement to Pay Dash board

2.3 STEPS

On running ZFI4024, we get the initial screen as shown below: For example in row no 189 Goods Receipts no updated once the JE or MM user received the material and services as document no updated in column. After that Click on the link [Click here for invoice parking](#) for parking the vendor invoice if vendor invoice attached with the Goods receipt document we can see the check box on vendor invoice hard copy column otherwise it will be blank if no hard copy attached.

Procurement to Pay Dashboard											
Download List Refresh List Update Fund Transfer											
Serial No.	PO No.	PO Line Item	Company Code	Plant No./Profit Center No.	Vendor	Vendor Name	Goods Receipt no.	Service Re...	Vendor Invoice Har...	Advance Paymen...	Vendor Invoice Parked Doc No
170	5000000316	00010	1000	1602	100005	Reliance India			<input type="checkbox"/>		
171	5000000317	00010	1000	1402	1	Artline Infotech	5000000680		<input type="checkbox"/>		Click here for invoice parking
172	5000000318	00010	1000	1602	100005	Reliance India	5000000690		<input type="checkbox"/>		
173	5000000318	00010	1000	1602	100005	Reliance India			<input type="checkbox"/>	2100000010	
174	5000000319	00010	1000	1402	1	Artline Infotech	5000000691		<input type="checkbox"/>		Click here for invoice parking
175	5000000320	00010	1000	1402	1	Artline Infotech	5000000703		<input type="checkbox"/>		Click here for invoice parking
176	5000000321	00010	1000	1402	1	Artline Infotech	5000000733		<input type="checkbox"/>		
177	5000000321	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000012	
178	5000000322	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000014	
179	5000000323	00010	1000	1402	1	Artline Infotech	5000000735		<input type="checkbox"/>		5105601031
180	5000000323	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000016	
181	5000000324	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000017	
182	5000000324	00010	1000	1402	1	Artline Infotech	5000000736		<input type="checkbox"/>		
183	5000000324	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>		
184	5000000324	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>		
185	5000000324	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>		
186	5000000325	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000018	
187	5000000326	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>		
188	5000000328	00010	1000	1602	100005	Reliance India	5000000741		<input type="checkbox"/>		
189	5000000329	00010	1000	1602	100005	Reliance India	5000000742		<input type="checkbox"/>		Click here for invoice parking
190	5000000330	00010	1000	1602	100005	Reliance India	5000000743		<input type="checkbox"/>		Click here for invoice parking
191	5000000332	00010	1000	1602	100005	Reliance India	5000000745		<input type="checkbox"/>		Click here for invoice parking
192	5000000333	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000020	
193	5000000333	00010	1000	1402	1	Artline Infotech	5000000746		<input type="checkbox"/>		Click here for invoice parking
194	5000000334	00010	1000	1402	1	Artline Infotech	5000000747		<input type="checkbox"/>		Click here for invoice parking
195	5000000334	00010	1000	1402	1	Artline Infotech			<input type="checkbox"/>	2100000021	

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hold Simulate Save as Completed Messages Help

Transaction Invoice Balance 0.00 INR

Basic Data Payment Details Tax Withholding tax

Vendor 0000100005

Reliance India
GMS Road
110011 Delhi-New Delhi

SWIFT CITI0000002
Bank Key CITI0000001
Bank acct 8999999999

Invoice date
Posting Date
Amount
Tax Amount
Bus.place/sec
Text Vendor Invoice booked
Paymt terms Due immediately
Baseline Date 11.07.2018

Enter Company Code

Company Code 1000

Reference BILL-676

Calculate tax
(Input Tax 0%)

PO Reference G/L Account

Purchase Order/Scheduling Agreement 5000000332 10

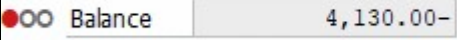
Goods/service items
All information

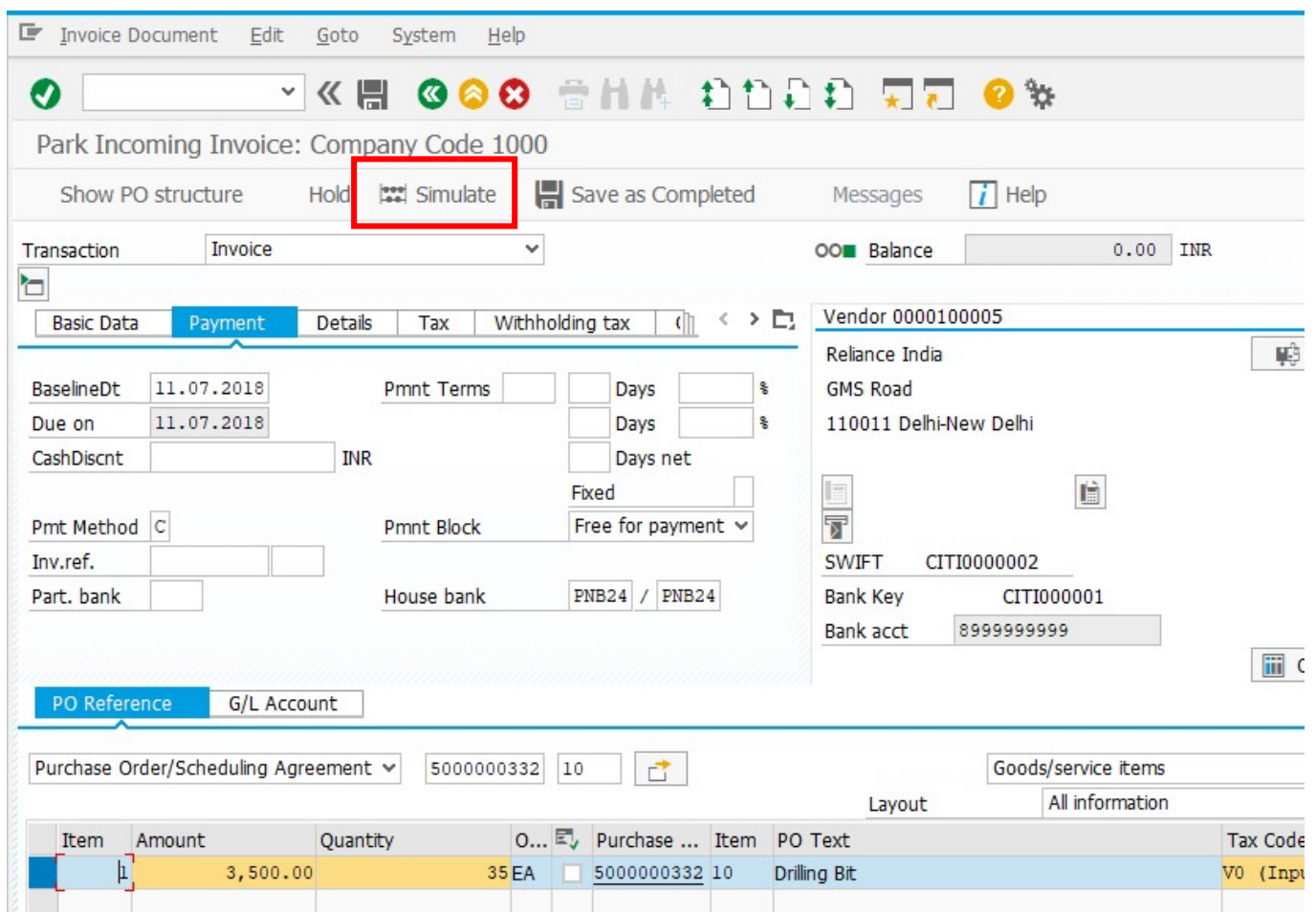
Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	3,500.00	35 EA		5000000332 10	10	Drilling Bit	V0 (Inpu

Enter the following data;

S.NO	Field	Description	User Action and Values
Header Data			
1	Company code	Specify the company code	1000
In Basic Data Tab			

1	Invoice date	Specify the date of invoice of vendor bill	01.07.2018
2	Posting date	Specify the date on which liability to be booked and press enter	11.07.2018
3	Purchase Order/Scheduling Agreement	Delete this 10 number (PO line item) and add again the same number such as 10	Line item no. deleted and added again same no.
4	Reference	Specify here vendor bill number, mentioned on hard copy, for example	Bill-676
5	Calculate Tax	Click this check box to calculate tax if JE has added in purchase order	<input checked="" type="checkbox"/> Calculate tax

S.NO	Field	Description	User Action and Values
6	Amount	Specify the amount for the document, we can copy the amount from  column	4130
7	Business place/Section code	Give business place and section code it will be 1000/1000 always	1000/1000
In Payment Tab			
1	Baseline Date	Specify the date when payment due to vendor or use the current date if payment date not confirmed	11.07.2018
2	Payment method	Specify the method of payment such as C in case of Cheque payment and T in case of RTGS by payment file	C
3	House bank	Specify the house bank of your accounting unit for example PNB24 for MB-2 plant	PNB24/PNB24
After giving all these information click on Simulate on the top as screen shot attached			



Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hold **Simulate** Save as Completed Messages Help

Transaction Invoice Balance 0.00 INR

Basic Data Payment Details Tax Withholding tax

BaselineDt 11.07.2018 Pmt Terms Days %
Due on 11.07.2018 Days %
CashDiscnt INR Days net
Pmt Method C Pmt Block Free for payment
Inv.ref.
Part. bank House bank PNB24 / PNB24

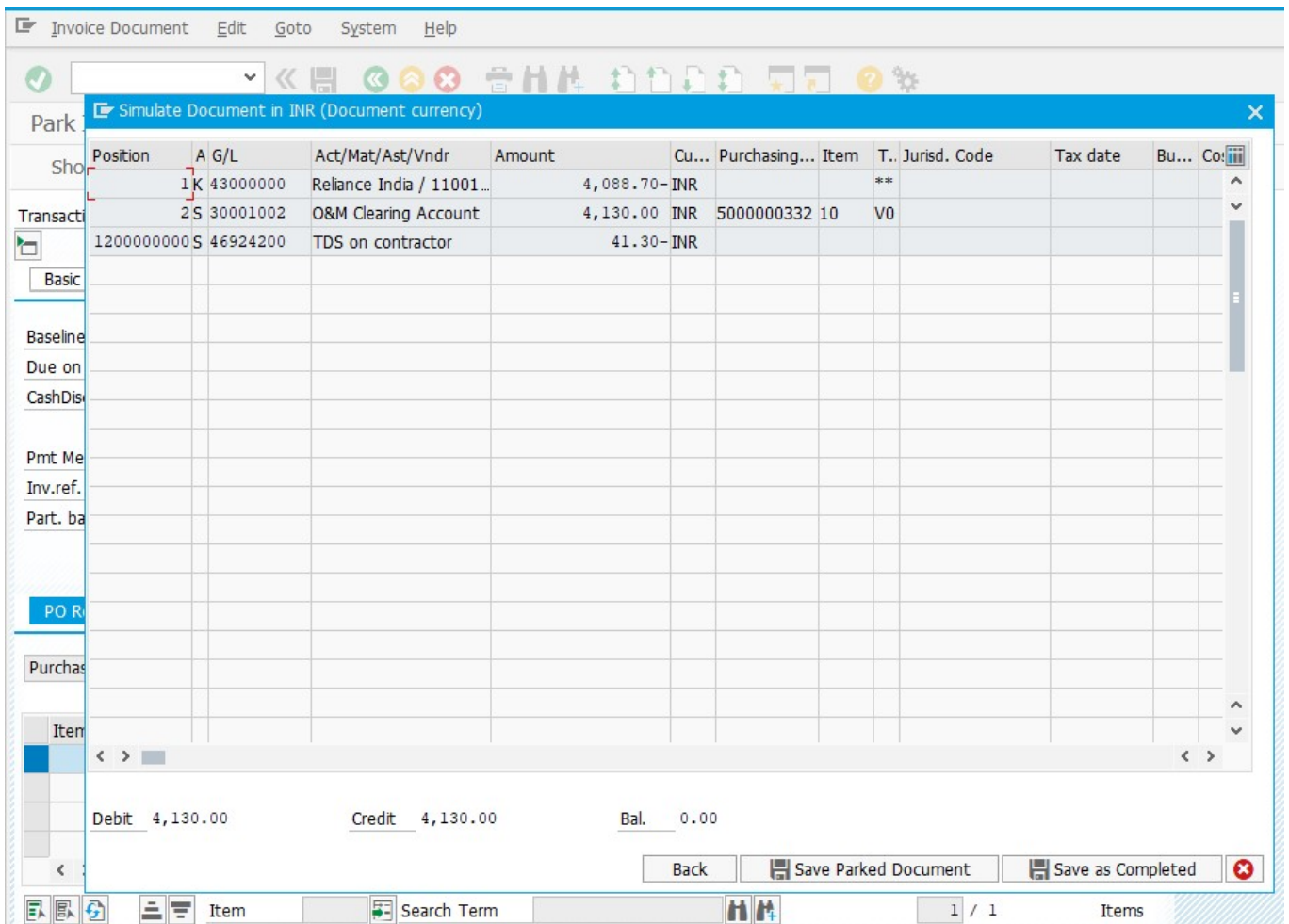
Vendor 0000100005
Reliance India
GMS Road
110011 Delhi-New Delhi
SWIFT CITI0000002
Bank Key CITI000001
Bank acct 8999999999

PO Reference G/L Account

Purchase Order/Scheduling Agreement 5000000332 10 Goods/service items

Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	3,500.00	35	EA	5000000332	10	Drilling Bit	V0 (Imp



Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T.	Jurisd. Code	Tax date	Bu...	Co...
1K	43000000	Reliance India / 11001...	4,088.70	INR			**				
2S	30001002	O&M Clearing Account	4,130.00	INR	5000000332	10	V0				
1200000000S	46924200	TDS on contractor	41.30	INR							

Debit 4,130.00 Credit 4,130.00 Bal. 0.00

Back Save Parked Document Save as Completed

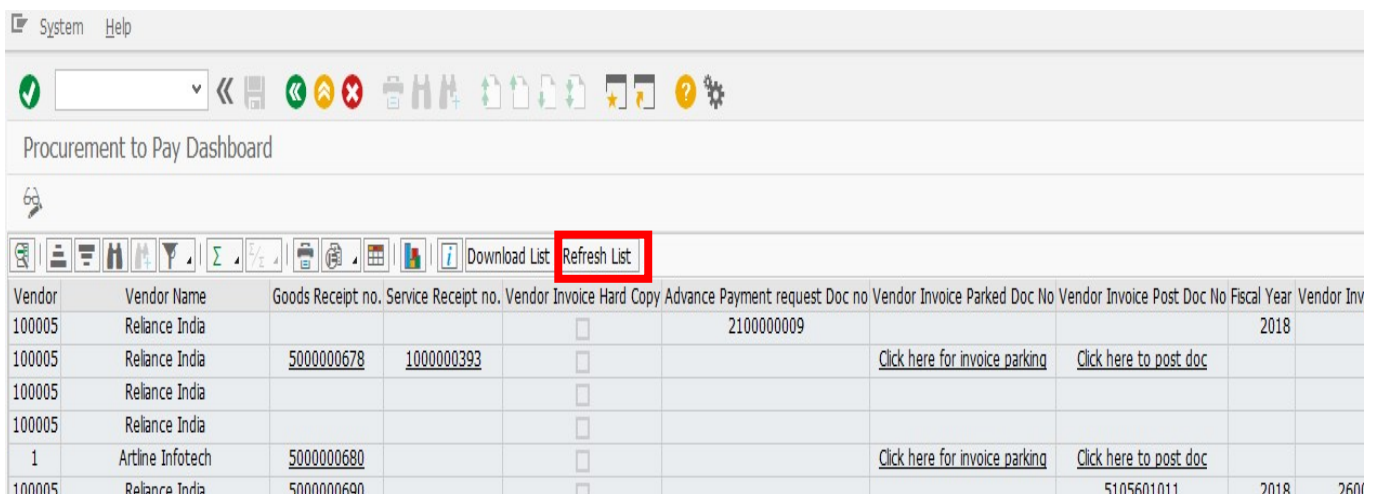
After simulate click on save park document button

Save Parked Document

After that click on the Refresh button

Refresh List

on the top as below screen shot attached.



Vendor	Vendor Name	Goods Receipt no.	Service Receipt no.	Vendor Invoice Hard Copy	Advance Payment request Doc no	Vendor Invoice Parked Doc No	Vendor Invoice Post Doc No	Fiscal Year	Vendor Inv
100005	Reliance India			<input type="checkbox"/>	2100000009			2018	
100005	Reliance India	5000000678	1000000393	<input type="checkbox"/>		Click here for invoice parking	Click here to post doc		
100005	Reliance India			<input type="checkbox"/>					
100005	Reliance India			<input type="checkbox"/>					
1	Artline Infotech	5000000680		<input type="checkbox"/>		Click here for invoice parking	Click here to post doc		
100005	Reliance India	5000000690		<input type="checkbox"/>				5105601011	2018 260



END USER DOCUMENT



After refresh parked document will be updated in the dash board and link for park document will be replaced by the parked document number

FICO- ACCOUNTS RECEIVABLES

For Internal Circulation Only

3 VENDOR INVOICE POSTING

3.1 OVERVIEW

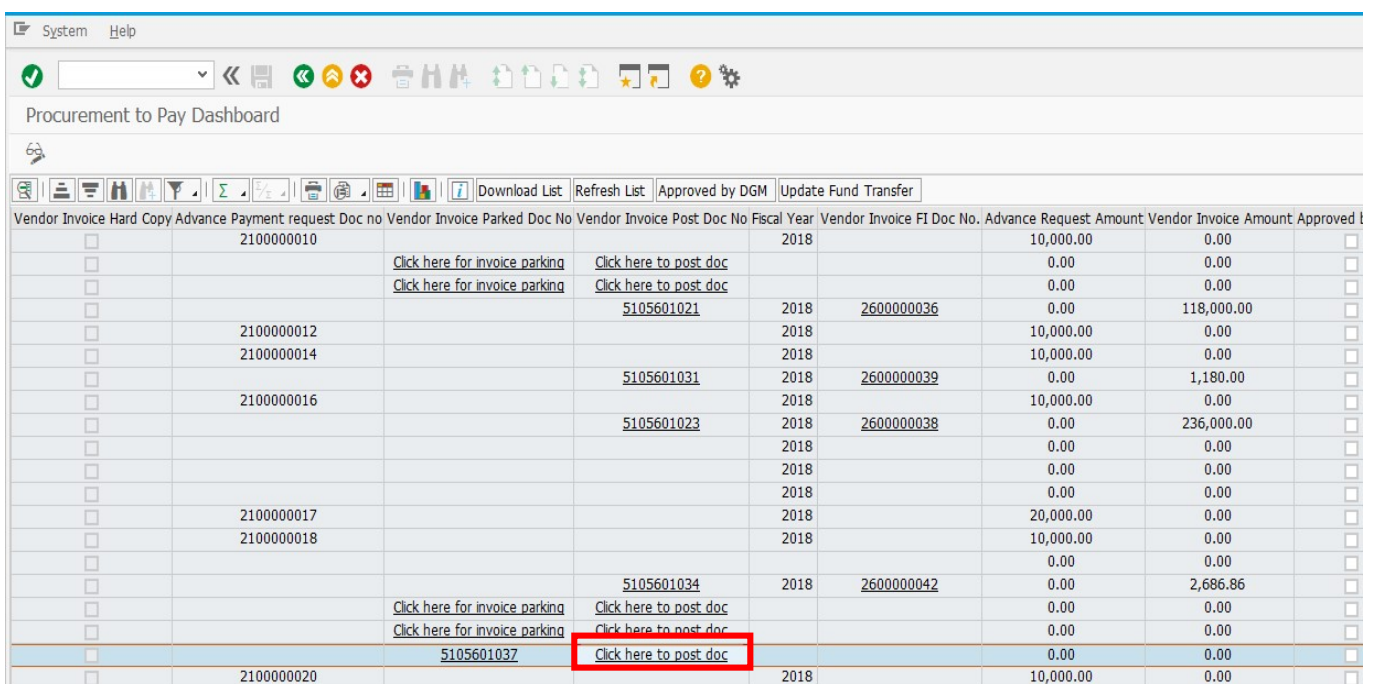
Once the parked document number updated in the dash board, Finance person can post the park vendor invoice.

3.2 MENU PATH

Menu Path	N/A
Transaction Code	ZFI4024- Procurement to Pay Dash board

3.3 STEPS

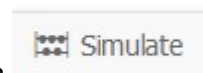
On running ZFI4024, we get the initial screen as shown below: For example in row no 189, Vendor invoice has been parked by the EE and park document number updated in the column after that Finance person can click on the link for **Click here to post doc** as highlighted below.



Vendor Invoice Hard Copy	Advance Payment request Doc no	Vendor Invoice Parked Doc No	Vendor Invoice Post Doc No	Fiscal Year	Vendor Invoice FI Doc No	Advance Request Amount	Vendor Invoice Amount	Approved
<input type="checkbox"/>	2100000010			2018		10,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>			5105601021	2018	26000000036	0.00	118,000.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000012			2018		10,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000014			2018		10,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>			5105601031	2018	26000000039	0.00	1,180.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000016			2018		10,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>			5105601023	2018	26000000038	0.00	236,000.00	<input type="checkbox"/>
<input type="checkbox"/>				2018		0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>				2018		0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>				2018		0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000017			2018		20,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000018			2018		10,000.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>						0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>			5105601034	2018	26000000042	0.00	2,686.86	<input type="checkbox"/>
<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>		5105601037	Click here to post doc			0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	2100000020			2018		10,000.00	0.00	<input type="checkbox"/>

After clicking on this link the below screen will appear

If every thing correct in the document then click on simulate



button

Invoice Document Edit Goto System Help

Change Parked Invoice Document 5105601037 2018

Show PO structure **Simulate** Save as Completed Post Messages Help

Transaction Invoice 5105601037 2018 Balance 0.00 INR

Basic Data Payment Details Tax Withholding tax

Invoice date 01.07.2018 Reference BILL-676
 Posting Date 11.07.2018
 Amount 4,130.00 INR ☒ Calculate tax
 Tax Amount 630.00 V0 (Input Tax 0%)
 Bus.place/sectn 1000 / 1000
 Text Vendor Invoice booked
 Paymt terms Due immediately
 Baseline Date 11.07.2018

Vendor 0000100005
 Reliance India
 GMS Road
 110011 Delhi-New Delhi
 SWIFT CITI0000002
 Bank Key CITI0000001
 Bank acct 8999999999

PO Reference G/L Account

Purchase Order/Scheduling Agreement 5000000332 10 Goods/service items
 Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	3,500.00	35 EA		5000000332 10	Drilling Bit	V0 (Inpt	

After simulate the below screen will appear

Invoice Document Edit Goto System Help


Change Parked Invoice Document 5105601037 2018




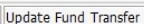
Simulate Document in INR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T..	Jurisd. Code	Tax date	Bu...	Co...
1K	43000000	Reliance India / 11001...	4,088.70	INR			**				
2S	30001002	O&M Clearing Account	4,130.00	INR	5000000332	10	V0				
12000000000S	46924200	TDS on contractor	41.30	INR							

Debit 4,130.00 Credit 4,130.00 Bal. 0.00

Back Save Parked Document Save as Completed **Post**

If every thing correct click on the Post button as hilighted above, after posting system will take back us on dash board screen, after that click on refresh list  button as shown below

Procurement to Pay Dashboard										
   										
Vendor	Vendor Name	Goods Receipt no.	Service Receipt no.	Vendor Invoice Hard Copy	Advance Payment request Doc no	Vendor Invoice Parked Doc No	Vendor Invoice Post Doc No	Fiscal Year	Ven	
100005	Reliance India			<input type="checkbox"/>	2100000010			2018		
1	Artline Infotech	5000000691		<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			
1	Artline Infotech	5000000703		<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			
1	Artline Infotech	5000000733		<input type="checkbox"/>			5105601021	2018		
1	Artline Infotech			<input type="checkbox"/>	2100000012			2018		
1	Artline Infotech			<input type="checkbox"/>	2100000014			2018		
1	Artline Infotech	5000000735		<input type="checkbox"/>			5105601031	2018		
1	Artline Infotech			<input type="checkbox"/>	2100000016			2018		
1	Artline Infotech	5000000736		<input type="checkbox"/>			5105601023	2018		
1	Artline Infotech			<input type="checkbox"/>				2018		
1	Artline Infotech			<input type="checkbox"/>				2018		
1	Artline Infotech			<input type="checkbox"/>				2018		
1	Artline Infotech			<input type="checkbox"/>	2100000017			2018		
1	Artline Infotech			<input type="checkbox"/>	2100000018			2018		
1	Artline Infotech			<input type="checkbox"/>				2018		
100005	Reliance India	5000000741		<input type="checkbox"/>			5105601034	2018		
100005	Reliance India	5000000742		<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			
100005	Reliance India	5000000743		<input type="checkbox"/>		Click here for invoice parking	Click here to post doc			
100005	Reliance India	5000000745		<input type="checkbox"/>		5105601037	Click here to post doc			
1	Artline Infotech			<input type="checkbox"/>	2100000020			2018		

After that vendor invoice accounting document number will be updated in the dash board as shown in below screen shot.

4 VENDOR INVOICE APPROVAL BY DGM

4.1 OVERVIEW

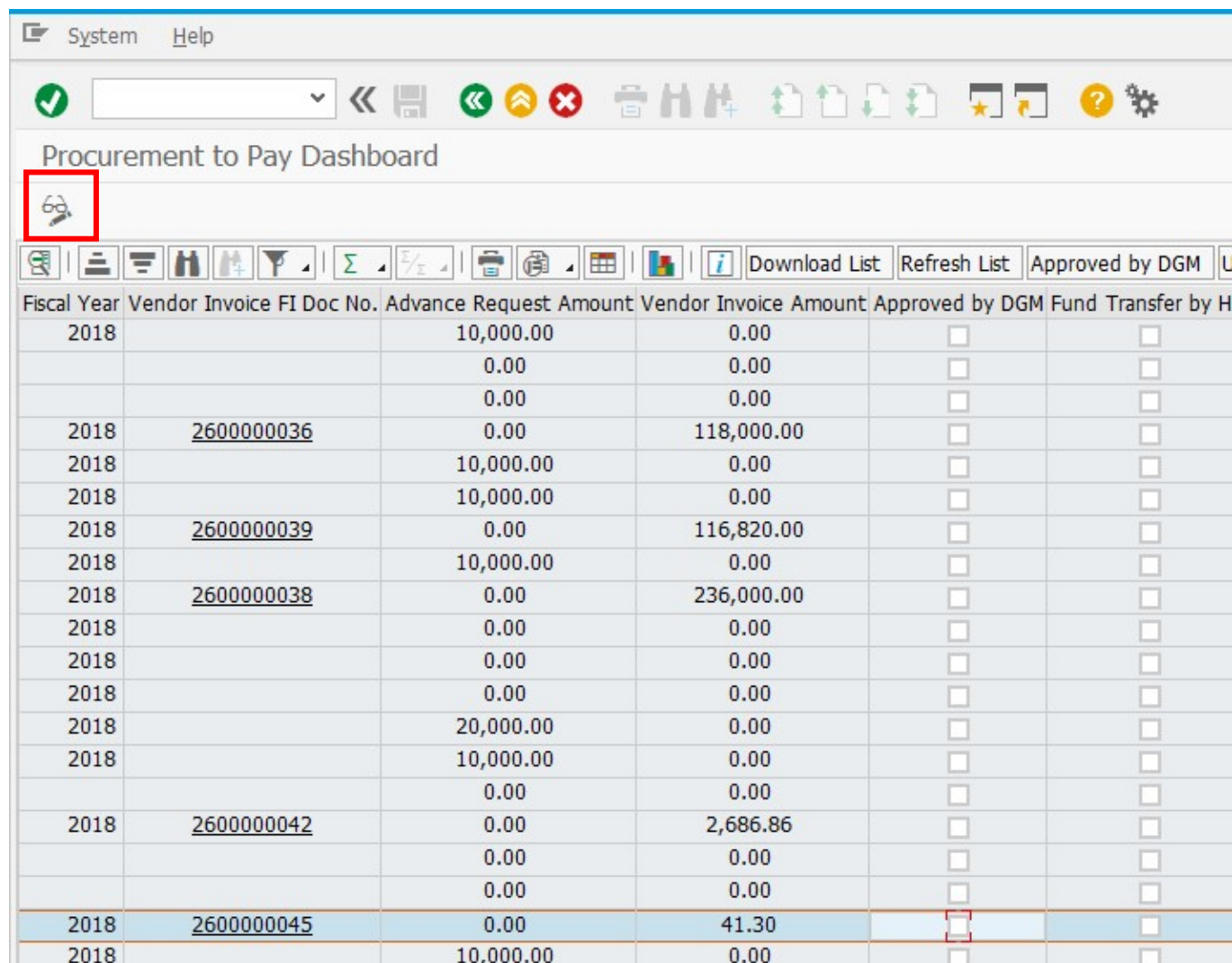
Once the amount entered in the vendor invoice amount column DGM can approve the vendor liability.

4.2 MENU PATH

Menu Path	N/A
Transaction Code	ZFI4024- Procurement to Pay Dash board

4.3 STEPS











For approving the vendor liability first click on the display change button on the left top of dash board as shown below.



Fiscal Year	Vendor Invoice FI Doc No.	Advance Request Amount	Vendor Invoice Amount	Approved by DGM	Fund Transfer by H
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018	<u>2600000036</u>	0.00	118,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018	<u>2600000039</u>	0.00	116,820.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018	<u>2600000038</u>	0.00	236,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		20,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018	<u>2600000042</u>	0.00	2,686.86	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2018	<u>2600000045</u>	0.00	41.30	<input type="checkbox"/>	<input type="checkbox"/>
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>

After that Approved by DGM check box will be enable for changes and click on the check box in Approved by DGM column.

After that click on the Approved by DGM button on the top, after that DGM approval will be completed.

Procurement to Pay Dashboard						
          Download List Refresh List Approved by DGM						
Fiscal Year	Vendor Invoice FI Doc No.	Advance Request Amount	Vendor Invoice Amount	Approved by DGM	Fund Transfer by HO	
2018		140,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000035</u>	0.00	116,820.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000036</u>	0.00	118,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000039</u>	0.00	116,820.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000038</u>	0.00	236,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		20,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000042</u>	0.00	2,686.86	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<u>26000000045</u>	0.00	4,088.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	

5 FUND TRANSFER BY CPO

5.1 OVERVIEW

Once the check box appeared in the approved by DGM column, Head office will be eligible for fund transfer to the respective account units or plant.

Note:- This process will be done once you have transfer the fund to the respective plant or accounting unit and posted a general document of fund transfer in SAP by transaction code FV50 or FB50.

5.2 MENU PATH

Menu Path	N/A
Transaction Code	ZFI4024- Procurement to Pay Dash board, Column Fund transfer by HO

5.3 STEPS

After DGM approval head office finance person can be transfer fund to the respective units, for doing this activity first click on the display edit button on the left top as highlighted below.

After that click on fund transfer by HO check box and click on Update Fund Transfer button on the top as shown below.

FICO- ACCOUNTS RECEIVABLES
For Internal Circulation Only

6 VENDOR PAYMENT WITH CHEQUE PRINT

6.1 OVERVIEW

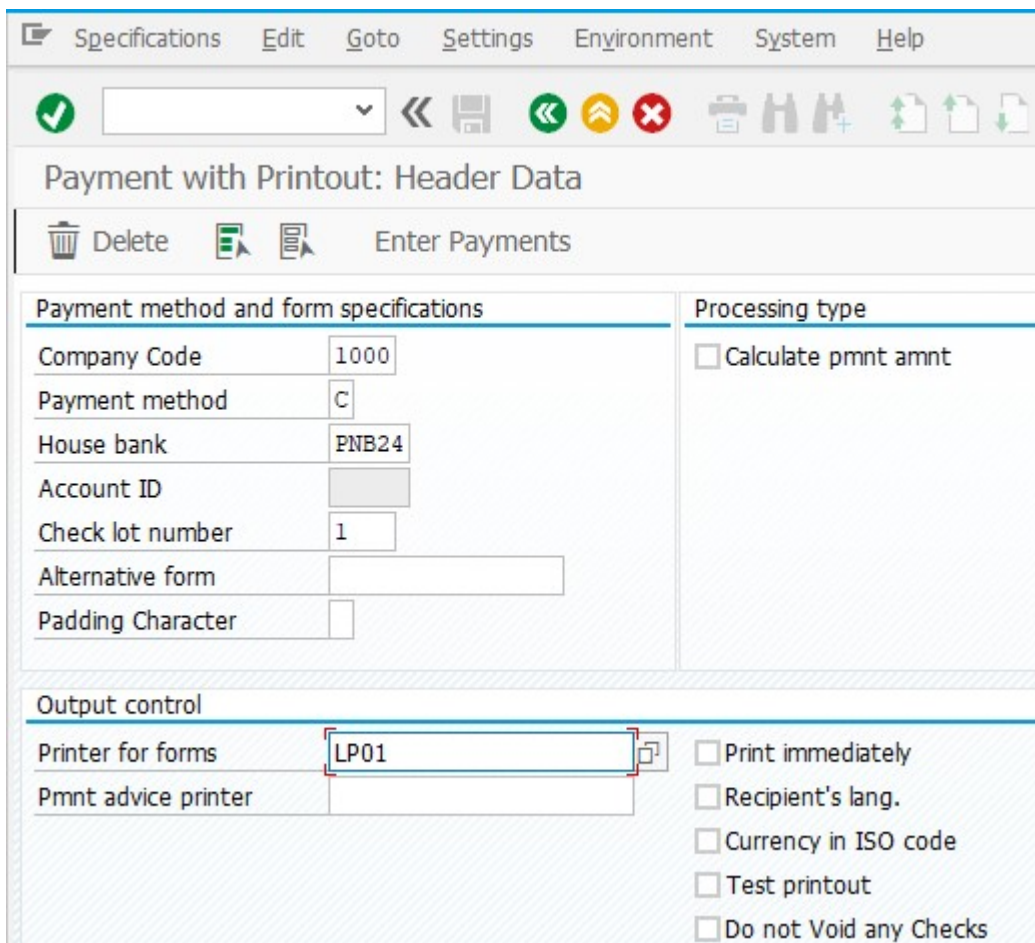
Once fund transfer by the head office to the respective accounting unit or plant, we can transfer the fund by the link to F-58 in column Payment manually with t code ZFI4024.

6.2 MENU PATH

Menu Path	N/A
Transaction Code	ZFI4024- Procurement to Pay Dash board, Column Payment manually

6.3 STEPS

After clicking on the link to F-58, we get the initial screen as shown below:



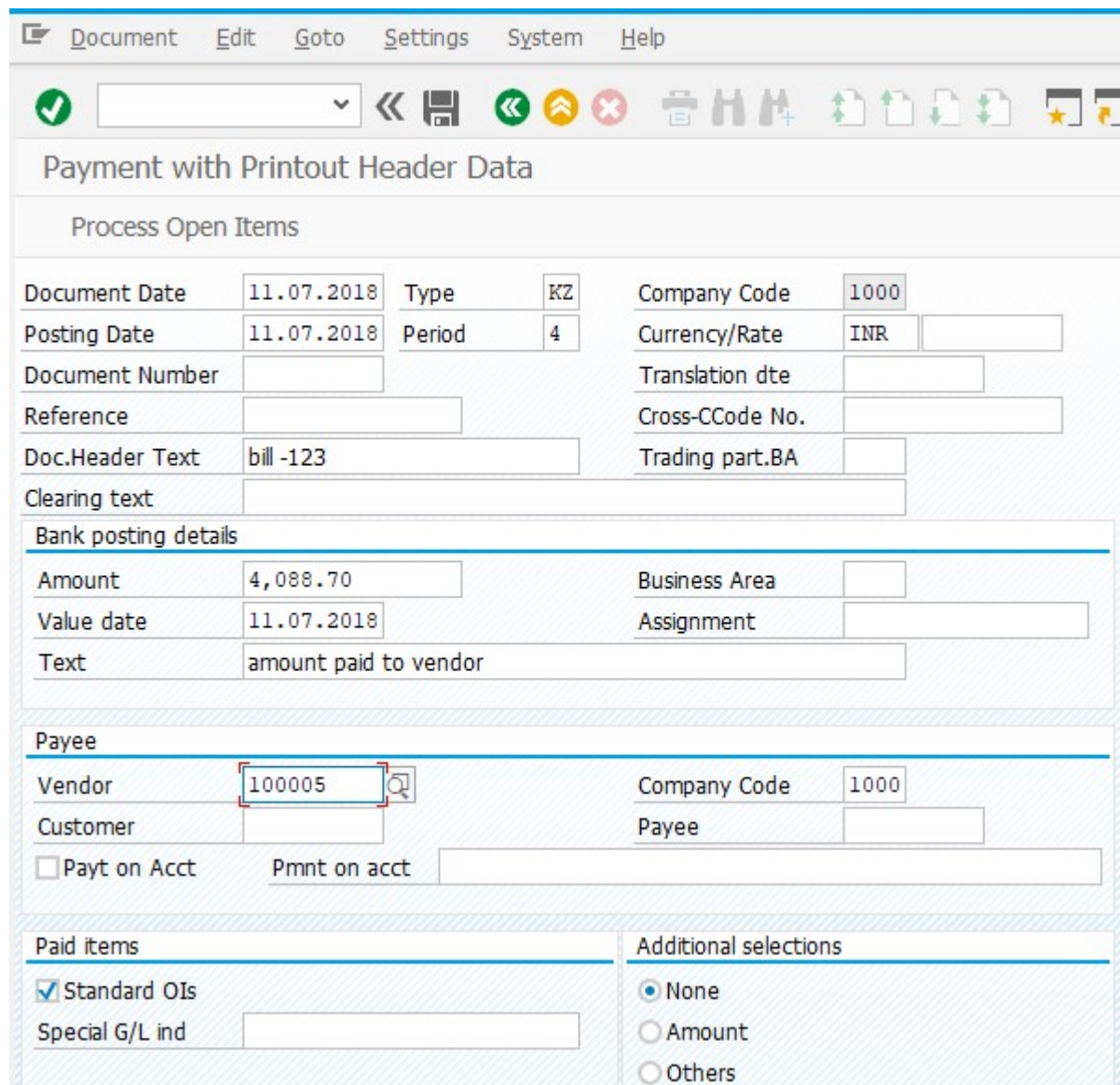
S.NO	Field	Description	User Action and Values
1	Company Code	Specify the code of company code	1000
2	Payment Method	Specify the payment method such as C for cheque payment	C

S.NO	Field	Description	User Action and Values
3	House Bank	Specify the house bank of your accounting unit such as for MB-2 house bank is PNB24	PNB24
4	Cheque Lot number	Specify the cheque book lot number from where cheque to be issued	1
5	Printer for forms	Specify the SAP standard printer	LP01

Click on Enter payment button on above screen

Enter Payments

After that below screen will open and you have to fill the following fields in that screen

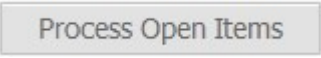


The screenshot shows the SAP 'Payment with Printout Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Settings, System, Help) and a toolbar with various icons. The main form is divided into several sections:

- Process Open Items:** Contains fields for Document Date (11.07.2018), Type (KZ), Company Code (1000), Posting Date (11.07.2018), Period (4), Currency/Rate (INR), Document Number, Reference, Doc.Header Text (bill -123), Translation dte, Cross-CCode No., Clearing text, and Trading part.BA.
- Bank posting details:** Contains fields for Amount (4,088.70), Business Area, Value date (11.07.2018), Assignment, and Text (amount paid to vendor).
- Payee:** Contains fields for Vendor (100005), Company Code (1000), Customer, and Payee. There are also checkboxes for 'Payt on Acct' and 'Pmnt on acct'.
- Paid items:** Includes a checkbox for 'Standard OIs' and a field for 'Special G/L ind'.
- Additional selections:** Includes radio buttons for 'None', 'Amount', and 'Others'.

S.NO	Field	Description	User Action and Values
1	Document date	Specify the document date any date	11.07.2018

S.NO	Field	Description	User Action and Values
2	Document type	Specify the document type, it will be KZ for vendor payment, system will update automatically	KZ Vendor payment
3	Company code	Specify the company code always 1000 for UJVNL	1000
4	Posting date	Specify the posting date, the date on which payment to be made	11.07.2018
5	Period	Specify the period (Month), it will come automatically as per posting date	4 (July)
6	Currency	Specify the currency	INR
7	Reference	Specify any ref such as vendor bill number	123
8	Document header text	Specify the document header text such as narration relevant for this document	Amount paid to vendor
9	Amount	Enter the amount of vendor invoice which is to be paid	4088.70
10	Text	Any narration you can mention here	Amount paid to vendor
11	Vendor	Specify the code of vendor to whom you want to make the payment	100005

After filling all these information click on  on the above screen, after clicking the below screen will appear.

It will show all the open invoices of particular vendor as shown below and if they are showing in blue color that means all invoices are selected for payment but we have to the payment for particular one invoice or accounting document.

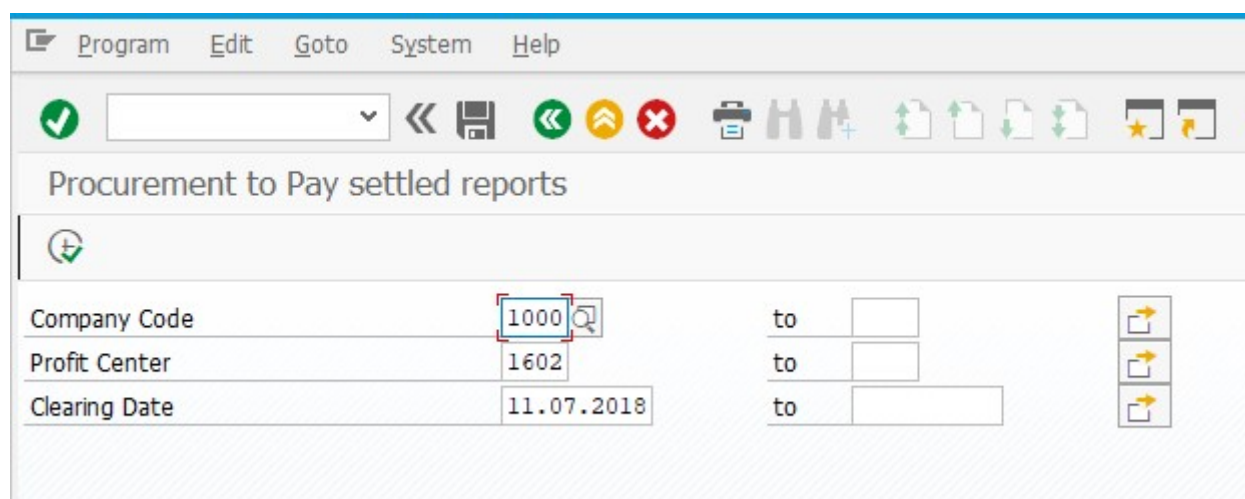
To select one invoice, first we have to deselect all the invoices after clicking the below boxes as shown in the screen shot.

Once amount column color changed to black then we have to double click on the amount which we have to paid and check the accounting document number also in first column.



After click on refresh button on the top of dash board that line will be removed from dash board, because payment also completed.

After that, that data will be appear in the report transaction code ZFI4031(Procurement to Pay settle report).



Procurement to Pay settled reports													
PO No.	PO Item	Company Code	Profit Center	Vendor	Vendor Name	Fiscal Year	GRN No.	SRN No.	Advance Payment request Doc no	Vendor Invoice Parked Doc No	Vendor Invoice Post Doc No	Vendor Invoice FI Doc No	
5000000332	10	1000	1602	0000100005	Relance India	2018	5000000745			5105601037		2600000045	

7 VENDOR ADVANCE PAYMENT

7.1 OVERVIEW

Vendor advance request can be generated by the purchase order if any JE has create a request by Purchase order that will be appeared in the same dash board.

7.2 MENU PATH

Menu Path	N/A
Transaction Code	ZFI4024- Procurement to Pay Dash board

7.3 STEPS

If any amount is appeared in the column Advance Request Amount column that means JE has raised a advance request through purchase order.

First DGM has to approve the request as normal mentioned above in DGM approval process once that check box clicked, head office has to fund transfer same process as in case of vendor invoice.

After that finance person has to click on the link [Click here for Advance Payment](#) in column Advance Payment Made.

Procurement to Pay Dashboard							
Vendor Invoice Post Doc No Fiscal Year Vendor Invoice FI Doc No. Advance Request Amount Vendor Invoice Amount Approved by DGM Fund Transfer by HO Advance Payment Made							
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018		10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018	2600000035	0.00	116,820.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018	2600000036	0.00	118,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018	2600000039	0.00	116,820.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018	2600000038	0.00	236,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
	2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
	2018		0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
	2018		10,000.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Click here for Advance Payment
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc	2018	2600000042	0.00	2,686.86	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to post doc			0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	

After clicking the above hilited link new screen will appear

Down-Payment Monitoring for PO														
Down Paymt Item	POH	Down Payment	DP %	DownPaytAmt	DP Due Dte	Total DP	Total DPRs	Type	Name of Vendor	Vendor/supplying plant	POrg	PGr	Material	Short Text
Purchasing Document 5000000325				10,000.00		0.00	10,000.00							
M - Mandatory Down Payment	10.00		10,000.00	12.07.2018	0.00	0.00	NB	1	Artline Infotech 1	Artline Infotech	1000	142		
			0.00	0.00		0.00	10,000.00	NB	1	Artline Infotech 1	Artline Infotech	1000	142	40000000010 Bearing 100 MM 1040



Here we have to click on the Down payment at Header Level button as highlighted above with Red color, after that below screen will be appeared.

Document
Edit
Goto
System
Help

Down Payment Based on Purchase Orders

Pur. Order
5000000325

PO Item

Acc. Assignment Current No.

☒ Transfer tax on sales/purchases code from PO

Execution

☒ Down payment request

☐ Down pmnt

Now select the Down pmnt radio button as highlighted below and press enter.

Document Edit Goto System Help

Down Payment Based on Purchase Orders

Purchase Order Input Data

Pur. Order 5000000325

PO Item

Acc. Assignment Current No.

☒ Transfer tax on sales/purchases code from PO

Execution

☐ Down payment request

☒ Down pmnt

New screen will appear, Add the amount to down payment in DwnPayAmt field, which was shown in dash board.

Document Edit Goto System Help

Down Payment

PO Header

Pur. Order	5000000325	Company Code	1000	Down Payment Due Date	12.07.2018
Vendor	1	Currency	INR	Down Payment Amt	10,000.00

Proc.	Down Paymt Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order Asset	SNo.	Proc
ZTAXIN	10		Bearing 100 MM	10	EA	0.0	100,000.00	V0	12.07.2018	0.00				
										0.00				

Below screen shot after adding the advance payment amount.

Document Edit Goto System Help

Down Payment

PO Header

Pur. Order	5000000325	Company Code	1000	Down Payment Due Date	12.07.2018
Vendor	1	Currency	INR	Down Payment Amt	10,000.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order	Asse
ZTAXIN		10		Bearing 100 MM	10	EA	0.0	100,000.00	V0	12.07.2018	10,000.00			
											0.00			

Click on Execute  button on the left hand side top.

After that below screen will be appeared.

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment: Header Data

New Item Requests

Document Date	11.07.2018	Type	KZ	Company Code	1000
Posting Date	11.07.2018	Period	4	Currency/Rate	INR
Document Number				Translation dte	
Reference	Adv payment			Cross-CCode No.	
Doc.Header Text	Adv payment			Branch number	
Trading part.BA		Number of Pages		Tax Report Date	

Vendor

Account	0000000001	Special G/L ind	J
Altern.comp.cde			

Bank

Account	24403232	Business Area	
Amount	10,000.00	LC amount	
Bank charges		LC bank charges	
Value date	11.07.2018	Profit Center	1402
Text		Assignment	

In the above screen


You have to give document date and posting date and narration in ref and doc header text.

Special gl indicator you have select from drop down such as I have selected J (Down payment Interest Free)

Bank Account – Here we have to select the our accounting unit Outgoing bank account as I have given 24403232 for MB-2 Plant.

After giving above information click on the display overview button on the left side top as shown below and enter, system will appear a message if you want to deduct the TDS or not.

Post Vendor Down Payment: Header Data

 New Item Requests

Document Date	11.07.2018	Type	KZ	Company Code	1000
Posting Date	11.07.2018	Period	4	Currency/Rate	INR
Document Number		Translation dte			
Reference	Down payment	Crash Code No			

Enter Withholding Tax Information (Document Currency)

Field Description	
Withhld tax type	
W/tax code	W/Tax Base
	W/tax amnt

Field Values	
P2	Sec 194C TDS on Payment to Contractor
<input type="text" value="P2"/>	<input type="text"/>
	<input type="text"/>

This P2 Tax code will come from vendor master data, if you donot want to deduct the TDS then delect this tax code and press enter.

The following screen will appear. If every thing fine you can click on the Post button on the top.

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment Display Overview

New Item Display currency Requests Additional items

Document Date 11.07.2018 Type KZ Company Code 1000
 Posting Date 11.07.2018 Period 4 Currency INR
 Document Number INTERNAL Fiscal Year 2018 Translation dte 11.07.2018
 Ledger Grp
 Reference ADV PAYMENT Cross-CCode No.
 Doc.Header Text Adv payment Trading part.BA
 Branch number Number of Pages

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0024403232 PNB24 1402 Out		10,000.00-	
002	29J	0000000001 Artline Infotech		10,000.00	

After refresh advance payment document number and amount will be appeared in the dash board as below screen shot attached.

System Help

Procurement to Pay Dashboard

Download List Refresh List Approved by DGM Update Fund Transfer

Advance Request Amount	Vendor Invoice Amount	Approved by DGM	Fund Transfer by HO	Advance Payment Made	Payment Manually	Payment Automatically	Payment Doc No.	Amount Paid D
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment			2400000033	100,000.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment			2400000034	16,000.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment			2400000032	100,000.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
10,000.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Link to F-58	Link to F110	2400000042	10,000.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
0.00	2,686.86	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00
10,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Click here for Advance Payment	Link to F-58	Link to F110		0.00
0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		Link to F-58	Link to F110		0.00

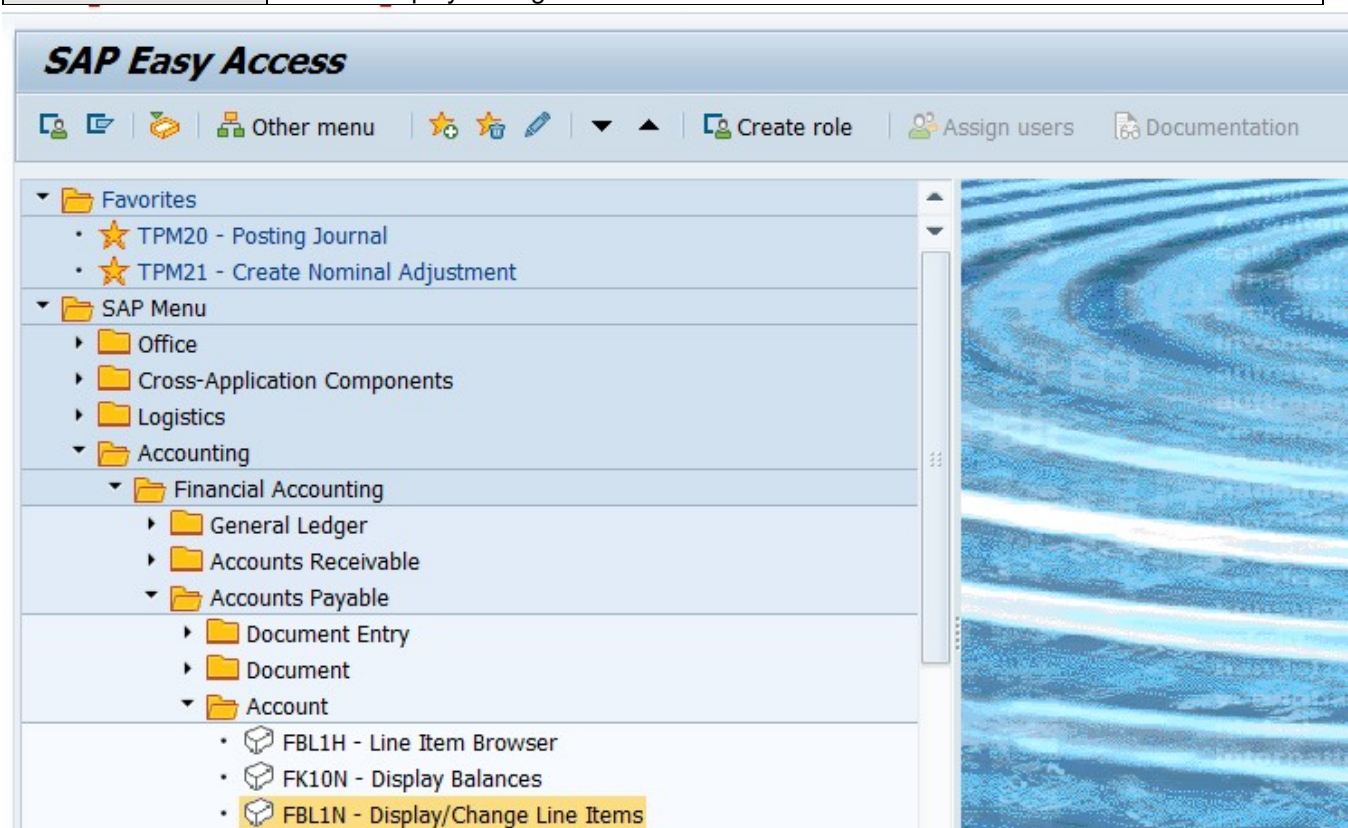
8 VENDOR LINE ITEM REPORT

8.1 OVERVIEW

Transaction code FBL1N will show vendor balances.

8.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → Accounts Payable → Account → FBL1N-Display/Change line items
Transaction Code	FBL1N-Display/Change line items



8.3 STEPS

On running FBL1N, we get the initial screen as shown below:

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account to

Company code to

Selection using search help

Search help ID

Search string

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

☐ Parked items

☐ Customer items

List Output

Layout

Maximum number of items

Execute the report

Vendor Line Item Display

Vendor 100000
Company Code 1000
Name Accenture Ltd
City Gurgaon

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		2300000005	KR	28.09.2017			9,000.00-	INR		TEST
		2300000006	KR	28.09.2017			180,000.00-	INR		TEST
		2300000008	KR	30.09.2017			20,000.00-	INR		TEST
	20170928	2400000005	KZ	28.09.2017			2,000.00	INR		Cash payment to vendor

Enter the following data;

S.NO	Field	Description	User Action and Values
1	Vendor account	Enter the vendor account number	100000
2	Company code	Specify the company code	1000

S.NO	Field	Description	User Action and Values
3	Line item selection	Select either open item/Cleared item or all items	Open items
4	Type	Normal items	Select the normal items check box

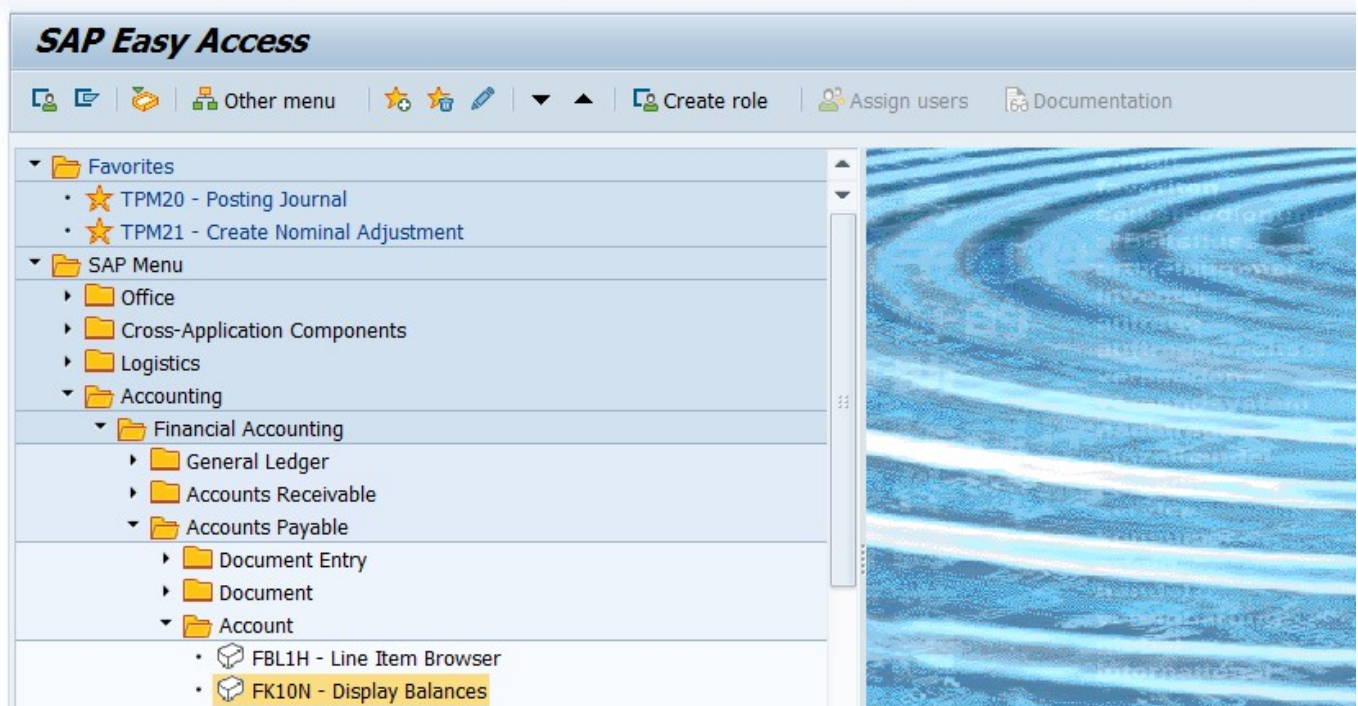
9 VENDOR BALANCES REPORT

9.1 OVERVIEW

Transaction code FBL1N will show vendor balances.

9.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → Accounts Payable → Account → FK10N-Display balances
Transaction Code	FK10N-Display balances



9.3 STEPS

On running FK10N, we get the initial screen as shown below:



The screenshot shows the 'Vendor Balance Display' initial screen. The title bar reads 'Vendor Balance Display'. Below the title bar, there is a button labeled 'Activate worklist'. The main area contains three input fields: 'Vendor' with the value '100000', 'Company code' with the value '1000', and 'Fiscal year' with the value '2017'. To the right of these fields, there are two icons: a magnifying glass and a document icon.

Execute the report

Enter the following data;

S.NO	Field	Description	User Action and Values
1	Vendor account	Enter the vendor account number	100000
2	Company code	Specify the company code	1000
3	Fiscal year	Enter the fiscal year	2017

10 GLOSSARY

FI	Financial Accounting module
CO	Controlling module
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
SAP	Systems, Applications and Products (in data processing)
NMP	No MENU Path

11 APPENDIX

11.1 T - CODES FOR REOPRTS

T-Code	Description
FB60	Vendor Invoice booking without approval process
FB65	Vendor Credit memo posting
F-53	Vendor payment
F-48	Vendor advance booking
FV60	Vendor invoice parking
ZFI4002	Park workflow
F-54	Vendor advance clearing
F-58	Vendor payment with printout
F110	Automatic payment program
FB41	Tax adjustments
F-02	Post Journal vouchers
J1INEMIS	Withholding tax information system
J1INCHLN	TDS Challan payment
FBL1N	Vendor line item report
FK10N	Vendor balances
S_AC0_52000888	Vendor line item report with profit center