

**ERP - PROJECT**

**SUGAMYA**

**END USER DOCUMENT**

**FOR**

**FINANCIAL ACCOUNTING &  
CONTROLLING**

**ACCOUNTS RECIEVABLES**

## **TABLE OF CONTENTS**

<b>1</b>	<b>DOCUMENT CONTROL .....</b>	<b>3</b>
1.1	DOCUMENT HISTORY .....	3
1.2	DISTRIBUTION .....	3
<b>2</b>	<b>CUSTOMER INVOICE BOOKING .....</b>	<b>4</b>
2.1	OVERVIEW .....	4
2.2	MENU PATH .....	4
2.3	STEPS .....	4
<b>3</b>	<b>CUSTOMER CREDIT MEMO .....</b>	<b>7</b>
3.1	OVERVIEW .....	7
3.2	MENU PATH .....	7
3.3	STEPS .....	7
<b>4</b>	<b>CUSTOMER ADVANCE BOOKING .....</b>	<b>9</b>
4.1	OVERVIEW .....	9
4.2	MENU PATH .....	9
4.3	STEPS .....	9
<b>5</b>	<b>CLEARING OF ADVANCE BOOKING .....</b>	<b>13</b>
5.1	OVERVIEW .....	13
5.2	MENU PATH .....	13
5.3	STEPS .....	13
<b>6</b>	<b>CUSTOMER INCOMING PAYMENT .....</b>	<b>16</b>
6.1	OVERVIEW .....	16
6.2	MENU PATH .....	16
6.3	STEPS .....	16
<b>7</b>	<b>CUSTOMER INVOICE BOOKING .....</b>	<b>20</b>
7.1	OVERVIEW .....	20
7.2	MENU PATH .....	20
7.3	STEPS .....	20
<b>8</b>	<b>CUSTOMER INVOICE BOOKING WITH OUTPUT TAX .....</b>	<b>23</b>
8.1	OVERVIEW .....	23
8.2	MENU PATH .....	23
8.3	STEPS .....	23
<b>9</b>	<b>CUSTOMER REPORT .....</b>	<b>26</b>
9.1	OVERVIEW .....	26
9.2	MENU PATH .....	26
9.3	STEPS .....	26
<b>10</b>	<b>GLOSSARY .....</b>	<b>28</b>
<b>11</b>	<b>APPENDIX .....</b>	<b>29</b>
11.1	T - CODES FOR REOPRTS .....	29

## 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	19-02-2018	Durgarao Tirumani & Abhishek Sharma	First ISSUE

### 1.2 DISTRIBUTION

Date	Name	Purpose
07-02-2018	Madhur Rastogi	For Information

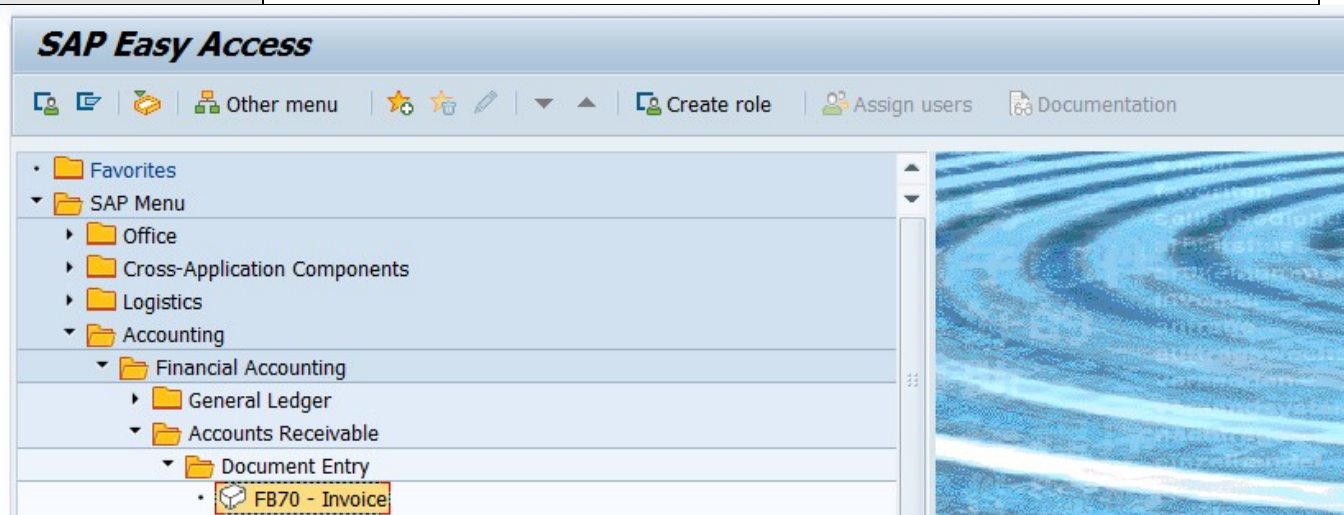
## 2 CUSTOMER INVOICE BOOKING

### 2.1 OVERVIEW

Transaction code FB70 will be used to customer invoice booing in finance.

### 2.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → FB70-Invoice
<b>Transaction Code</b>	FB70



### 2.3 STEPS

On running FB70, we get the initial screen as shown below:



**Enter Customer Invoice: Company Code 1000**

Tree on Company Code Hold Simulate Park Processing Options

Transactn R Invoice

Basic data Payment Details Tax Withholding tax Notes

Customer 200000 SGL Ind ☐ Invoice date 19.02.2018 Reference 1 Posting Date 19.02.2018 Document type DR Customer Invoice Cross-CCode No. Amount 100,000.00 INR ☐ Calculate tax Tax Amount Bus.place/sectn 1000 / 1000 Text Testing Paymt terms Due immediately

Bal. 0.00

Customer Address Company abc 123 123 123456 sdfghj-dfgh

OIs Bank data: not available

1 Items ( No entry variant selected )


St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sales order	Item i...	Sc...	Plnt	P...	Purc...	Profit center	Pa
✓	61300000	Other revenue	H Cr...	100,000.00						0	1102	
			H Cr...									
			H Cr...									
			H Cr...									

Enter the following data;

S.NO	Field	Description	User Action and Values
Header Data			
1	Company code	Specify the company code	1000
2	Customer	Specify the customer	200000
3	Document date	Give the date of document	19.02.2018
4	Reference	Specify identification of document	1
5	Posting date	Give the posting date i.e., systems date	19.02.2018
6	Amount	Specify the amount for the document	100000
7	Business place/Section code	Give business place and section code	1000/1000
8	Text	Narration	Customer invoice booking
9	Place of supply	Give place of supply	35 (Uttarakhand)
10	Payment method	Give payment method	T

S.NO	Field	Description	User Action and Values
11	House bank	Specify the house bank	PNB12
12	Account ID	Specify the account ID	PNB12
<b>Line items</b>			
13	GL Account	Either give proper GL Account or Customer number	61300000 Other revenue
14	D/C=S	In this column give S for Debit entry	In this column give S for Debit entry
15	Amount	Specify the amount	100000
16	Profit center	Maintain the profit center for revenue items. It the entry is for expenditure than it is not required to maintain the profit center, it will be updated from cost center master data.	Specify the profit center. Ex:1102

Click on Save button or Ctrl+s

 Data saved



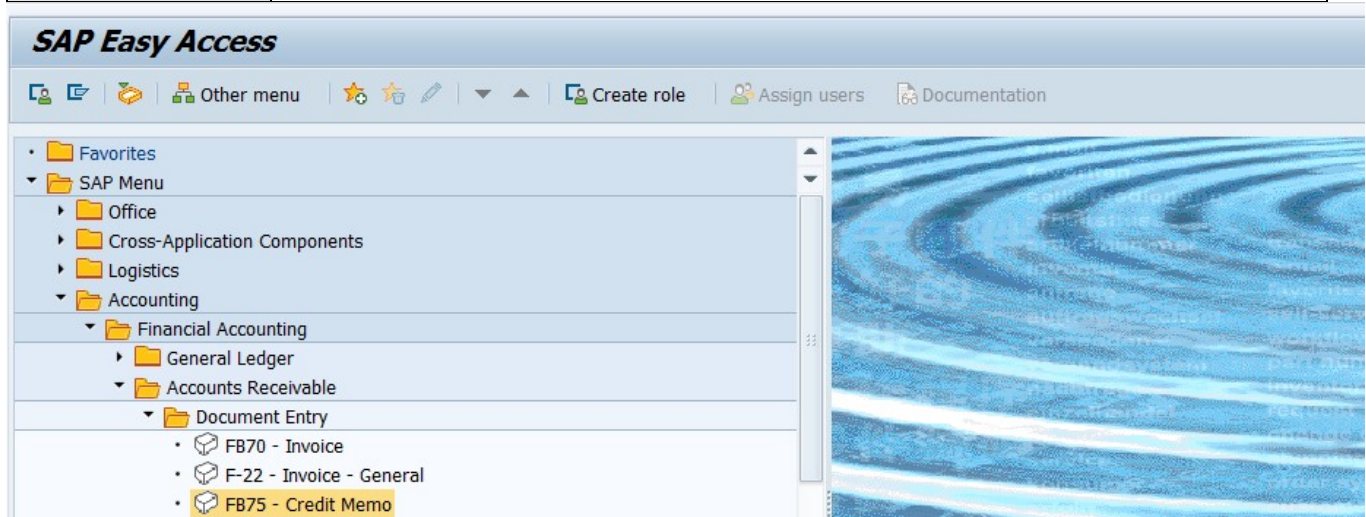
### 3 CUSTOMER CREDIT MEMO

#### 3.1 OVERVIEW

Transaction code FB75-Credit memo, this will be used for customer credit memo posting.

#### 3.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → FB75-Credit memo
<b>Transaction Code</b>	FB75-Credit memo



#### 3.3 STEPS

On running FB75, we get the initial screen as shown below:

**Enter Customer Credit Memo: Company Code 1000**

Tree on | Company Code | Hold | Simulate | Park | Processing Options

Transactn: G Credit memo

Bal. 0.00

Customer: 11, SGL Ind, Reference, Document date: 19.02.2018, Posting Date: 19.02.2018, Document type: DG Customer Credit, Cross-CCode No., Amount: 1,000.00, Tax Amount, Bus.place/sectn: 1000 / 1000, Text: Testing, Paymt terms: Due immediately

Customer Address: Company, Sub Contracting Customer, 10000, 248001 Dehradun-Dehradun


OIs, Bank data: not available

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sales order	Item i...	Sc...	Plnt	P...	Purc...	Profit center	Pa
✓	61300000	Other revenue S	De...	1,000.00						0	1102	



Simulate and save.

 Document 3200000002 was posted in company code 1000

S.NO	Field	Description	User Action and Values
Header Data			
1	Company code	Specify the company code	1000
2	Customer	Specify the customer	200000
3	Document date	Give the date of document	19.02.2018
4	Reference	Specify identification of document	1
5	Posting date	Give the posting date i.e., systems date	19.02.2018
6	Amount	Specify the amount for the document	100000
7	Business place/Section code	Give business place and section code	1000/1000
8	Text	Narration	Customer invoice booking
9	Place of supply	Give place of supply	35 (Uttarakhand)
10	Payment method	Give payment method	T
11	House bank	Specify the house bank	PNB12
12	Account ID	Specify the account ID	PNB12
Line items			
13	GL Account	Either give proper GL Account or Customer number	61300000 Other revenue
14	D/C=S	In this column give S for Debit entry	In this column give S for Debit entry
15	Amount	Specify the amount	100000
16	Profit center	Maintain the profit center for revenue items. It the entry is for expenditure than it is not required to maintain the profit center, it will be updated from cost center master data.	Specify the profit center. Ex:1102



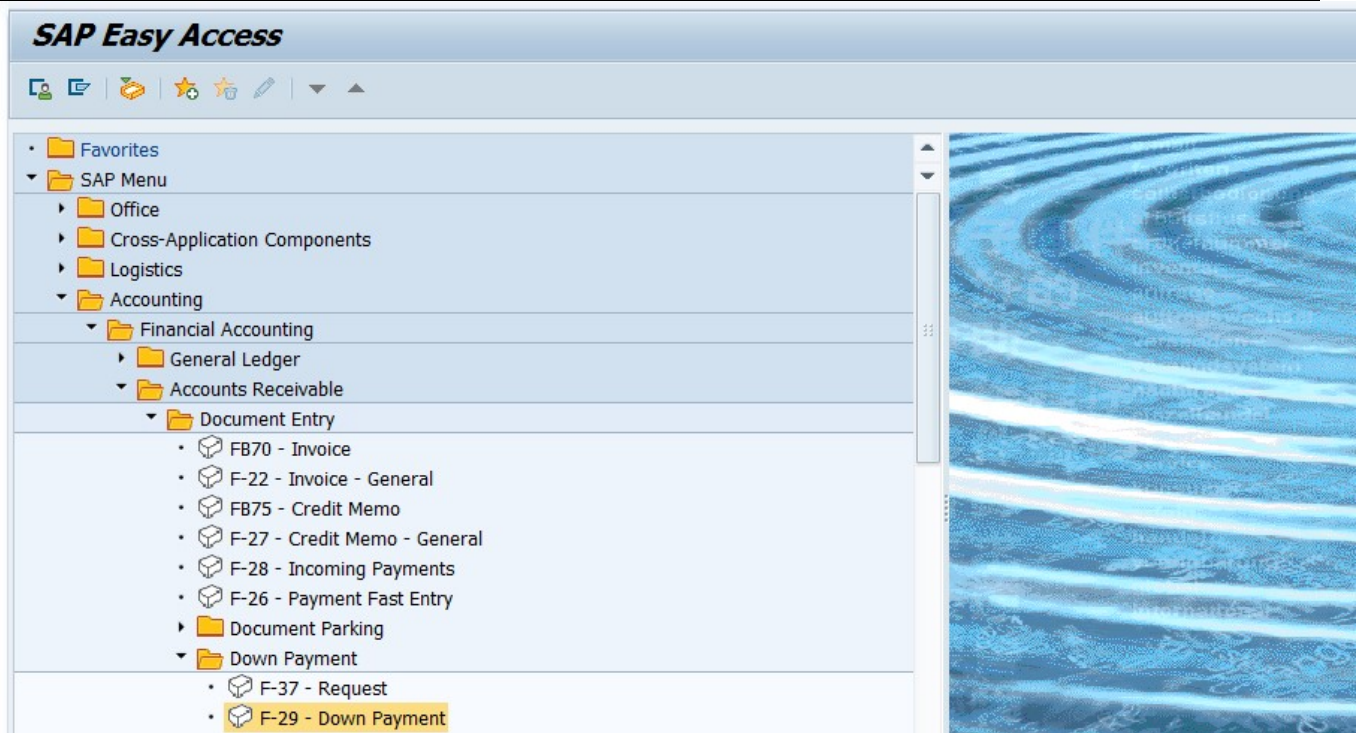
## 4 CUSTOMER ADVANCE BOOKING

### 4.1 OVERVIEW

Transaction code F-29 is used for customer advance booking.

### 4.2 MENU PATH


<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → Down payment → F-29- Down payment
<b>Transaction Code</b>	F-29- Down payment



### 4.3 STEPS

On running F-29, we get the initial screen as shown below:

## Post Customer Down Payment: Header Data

 New Item Requests

Document Date	19.02.2018	Type	DZ	Company Code	1000
Posting Date	19.02.2018	Period	11	Currency/Rate	INR
Document Number		Translation dte		Cross-CCode No.	
Reference		Doc.Header Text	Testing	Tax Report Date	
Trading part.BA					

### Customer

Account	3130000	Special G/L ind	A
Altern.comp.cde			

### Bank

Account	24403231	Business Area	
Amount	100000	LC amount	
Bank charges		LC bank charges	
Value date	19.02.2018	Profit Center	
Text		Assignment	


## Post Customer Down Payment Correct Customer item

 More data  New Item  Withholding tax

Customer	3130000	ICICI Bank	G/L Acc	45000001
Company Code	1000	HN-101 XYZ street		
UJVN Limited	MUMBAI			




### Item 2 / Down pmnt received / 19 A

Amount	100,000.00	INR	Bus./sectn	1000	1000
Tax Amount		Disc. Amount		Network	/
Tax Code	A0	Cost Center		Real estate	<input type="checkbox"/>
Bus. Area		Profit Ctr		Flow Type	
Disc.perc.		WBS Element			
Purch.Doc.		Funds ctr		Cmmt item	NA
Contract	/	Assignment		Sales Doc.	
Fund		Text	Testing		

 Long Texts

Simulate

### Post Customer Down Payment Display Overview


Display currency

Taxes

Reset

Document Date19.02.2018
TypeDZ
Company Code1000

Posting Date19.02.2018
Period11
CurrencyINR

Document NumberINTERNAL
Fiscal Year2017
Translation dte19.02.2018

Reference
Cross-CCode No.

Doc.Header TextTesting
Trading part.BA

#### Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0024403231 PNB24 1402 Inc		100,000.00	
002	19A	0003130000 ICICI Bank		100,000.00-	A0


D 100,000.00
C 100,000.00
0.00 \*
2 Line items

#### Other line item

PstKy
count
SGL Ind
TType
New co.code

Save.

Document saved.

 Document 3400000010 was posted in company code 1000

S.NO	Field	Description	User Action and Values
1	Document date	Specify the document date	19.02.2018
2	Document type	Specify the document type	DZ Customer payment
3	Company code	Specify the company code	1000
4	Posting date	Specify the posting date	19.02.2018
5	Period	Specify the period (Month)	11 (February)
6	Currency	Specify the currency	INR
7	Customer	Specify the customer account number	3130000
8	Special GL Indicator	Specify the Special GL Indicator	A (Customer down payment)
9	Account	Specify the GL Account (Incoming)	24403231

S.NO	Field	Description	User Action and Values
10	Amount	Specify the amount	100000
11	Text	Specify the narration	Customer advance booking

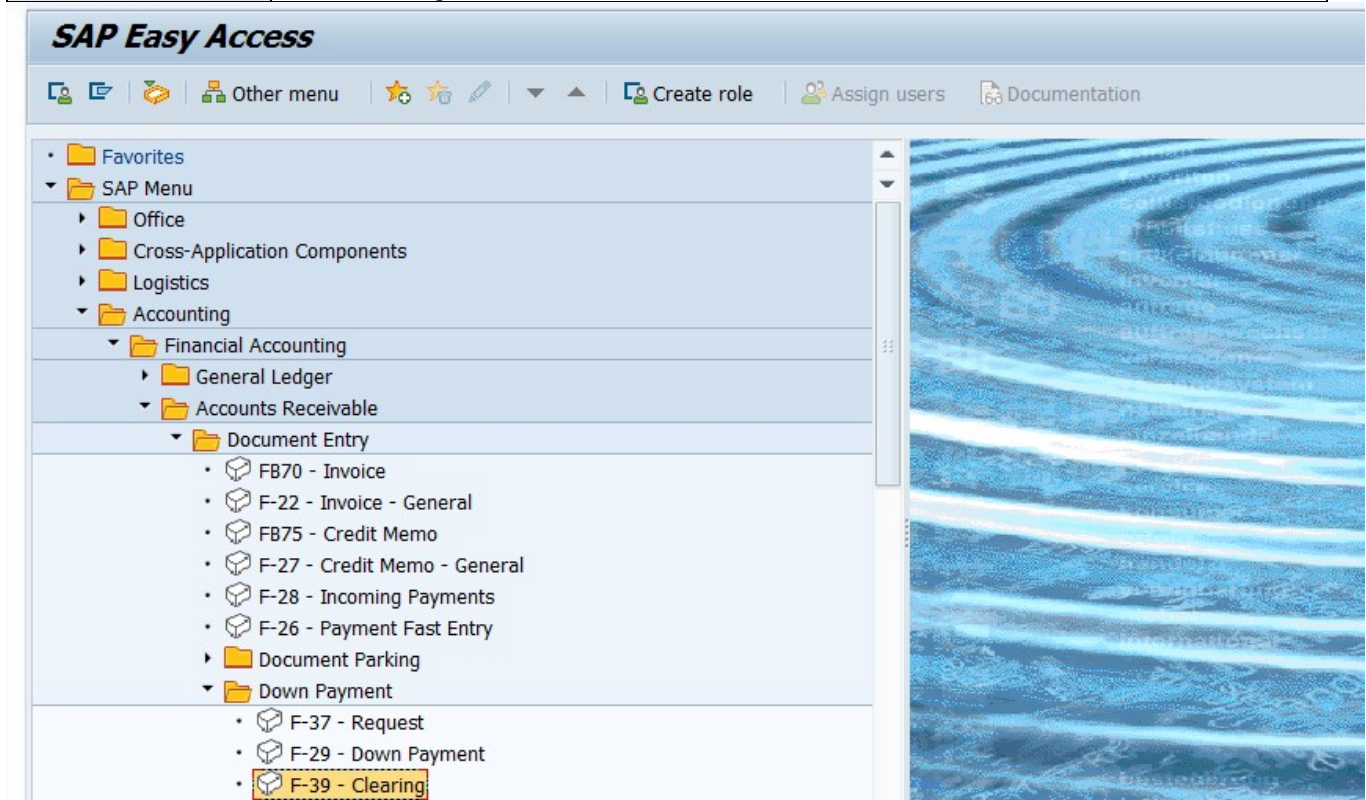
## 5 CLEARING OF ADVANCE BOOKING

### 5.1 OVERVIEW

Transaction code F-39 is used for clearing purpose.

### 5.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → F-39-Clearing
<b>Transaction Code</b>	F-39-Clearing



### 5.3 STEPS

On running F-39, we get the initial screen as shown below:





Double click on the line item that you want to clear and save.

☒ Document 3100000002 was posted in company code 1000

S.NO	Field	Description	User Action and Values
1	Document date	Specify the document date	19.02.2018
2	Document type	Specify the document type	DZ Customer payment
3	Company code	Specify the company code	1000
4	Posting date	Specify the posting date	19.02.2018
5	Period	Specify the period	11 (February)
6	Currency	Specify the currency	INR
7	Document header text	Specify the document header text	Customer incoming payment
8	Account	Specify the Customer account	3130000



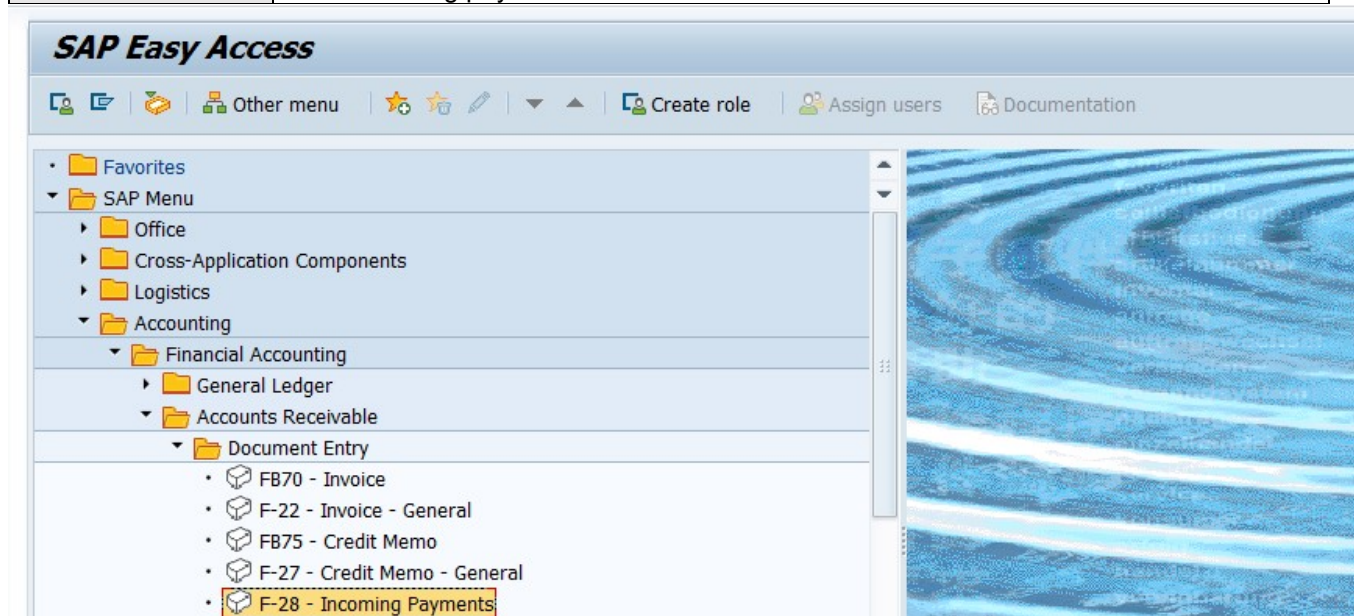
## 6 CUSTOMER INCOMING PAYMENT

### 6.1 OVERVIEW

Transaction code F-28 is used for customer incoming payment.

### 6.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → F-28-Incoming payment
<b>Transaction Code</b>	F-28-Incoming payment



### 6.3 STEPS

On running F-28, we get the initial screen as shown below:

## Post Incoming Payments: Header Data

### Process Open Items

Document Date	19.02.2018	Type	DZ	Company Code	1000
Posting Date	19.02.2018	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text	Testing			Trading part.BA	
Clearing text					

### Bank data

Account	24403231	Business Area	
Amount	100000	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	19.02.2018	Profit Center	
Text	Testing	Assignment	

### Open item selection





Account	3130000	
Account type	D	<input type="checkbox"/> Other accounts
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.		
<input type="checkbox"/> Distribute by age		
<input type="checkbox"/> Automatic search		

### Additional selections

<input checked="" 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

Select the line item that need to be pay(Receiving payment) and click on simulate and save.








### Post Incoming Payments Process open items

 Distribute Difference
  Charge Off Difference
  Editing Options
  Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 3130000 Shailesh bansal LTD

Document ...	D...	Document ...	P...	Bus...	Da...	INR Gross	CashDiscount	CDPer.
600000092	SA	16.11.2017	01		414	100,000.00		
600000099	SA	17.11.2017	01		414	100,000.00		
600000101	SA	17.11.2017	11		414	100,000.00-		
600000106	SA	18.11.2017	11		414	100,000.00-		
600000109	SA	18.11.2017	01		414	100,000.00		
600000130	SA	22.11.2017	11		414	100,000.00-		
600000105	SA	18.11.2017	01		383	679.00		




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

Processing Status

Number of items	9	Amount entered	100,000.00
Display from item	1	Assigned	100,000.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Now simulate

### Post Incoming Payments Display Overview

 Display currency
  Taxes
  Reset


Document Date	19.02.2018	Type	DZ	Company Code	1000
Posting Date	19.02.2018	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2017	Translation dte	19.02.2018
Reference		Cross-CCode No.			
Doc.Header Text	Testing	Trading part.BA			

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0024403231 PNB24 1402 Inc		100,000.00	
002	15	0003130000 Shailesh bansal LTD		100,000.00-	

D 100,000.00      C 100,000.00      0.00 \*      2 Line items

Other line item

PstKy  count  SGL Ind ☐ TType  New co.code

S.NO	Field	Description	User Action and Values
1	Document date	Specify the document date	19.02.2018
2	Document type	Specify the document type	DZ Customer payment
3	Company code	Specify the company code	1000
4	Posting date	Specify the posting date	19.02.2018
5	Document header text	Specify the document header text	Customer incoming payment
6	Account	Specify the bank incoming account	24403231

Data saved.

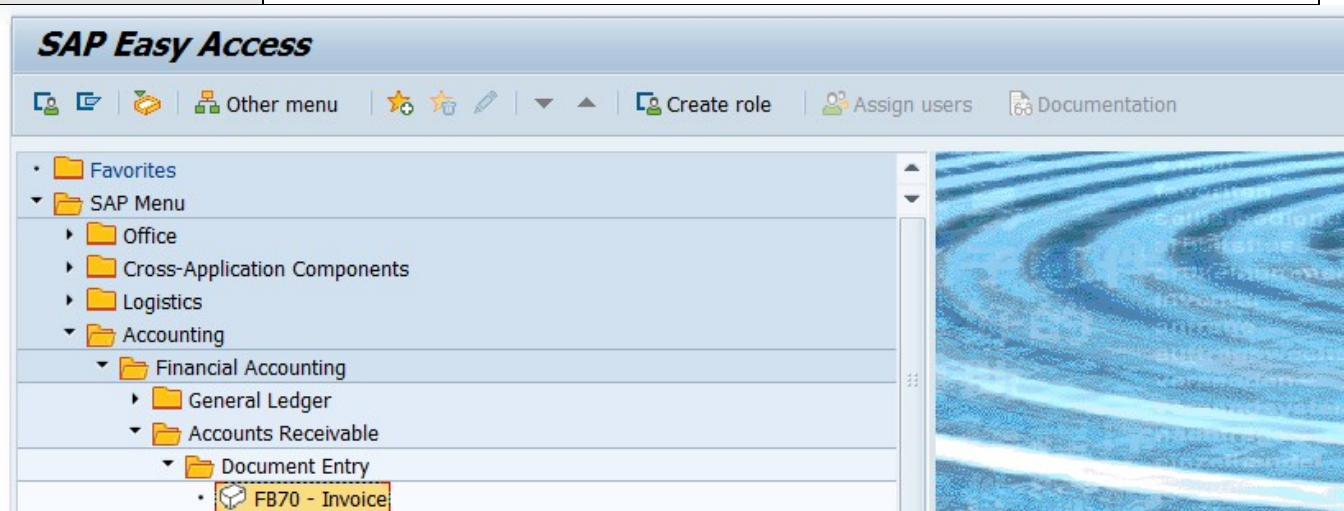
## 7 CUSTOMER INVOICE BOOKING

### 7.1 OVERVIEW

Transaction code FB70 will be used to customer invoice booing in finance.

### 7.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → FB70-Invoice
<b>Transaction Code</b>	FB70



### 7.3 STEPS

On running FB70, we get the initial screen as shown below:





**Enter Customer Invoice: Company Code 1000**

Tree on Company Code Hold Simulate Park Processing Options

Transactn R Invoice

Basic data Payment Details Tax Withholding tax Notes

Customer 200000 SGL Ind ☐ Invoice date 19.02.2018 Reference 1 Posting Date 19.02.2018 Document type DR Customer Invoice Cross-CCode No. Amount 100,000.00 INR ☐ Calculate tax Tax Amount Bus.place/sectn 1000 / 1000 Text Testing Paymt terms Due immediately

Bal. 0.00

Customer Address Company abc 123 123 123456 sdfghj-dfgh

OIs Bank data: not available

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sales order	Item i...	Sc...	Plnt	P...	Purc...	Profit center	Pa
✓	61300000	Other revenue	H Cr...	100,000.00						0	1102	
			H Cr...									
			H Cr...									
			H Cr...									

Enter the following data;

S.NO	Field	Description	User Action and Values
Header Data			
1	Company code	Specify the company code	1000
2	Customer	Specify the customer	200000
3	Document date	Give the date of document	19.02.2018
4	Reference	Specify identification of document	1
5	Posting date	Give the posting date i.e., systems date	19.02.2018
6	Amount	Specify the amount for the document	100000
7	Business place/Section code	Give business place and section code	1000/1000
8	Text	Narration	Customer invoice booking
9	Place of supply	Give place of supply	35 (Uttarakhand)
10	Payment method	Give payment method	T

S.NO	Field	Description	User Action and Values
11	House bank	Specify the house bank	PNB12
12	Account ID	Specify the account ID	PNB12
<b>Line items</b>			
13	GL Account	Either give proper GL Account or Customer number	61300000 Other revenue
14	D/C=S	In this column give S for Debit entry	In this column give S for Debit entry
15	Amount	Specify the amount	100000
16	Profit center	Maintain the profit center for revenue items. It the entry is for expenditure than it is not required to maintain the profit center, it will be updated from cost center master data.	Specify the profit center. Ex:1102

Click on Save button or Ctrl+s



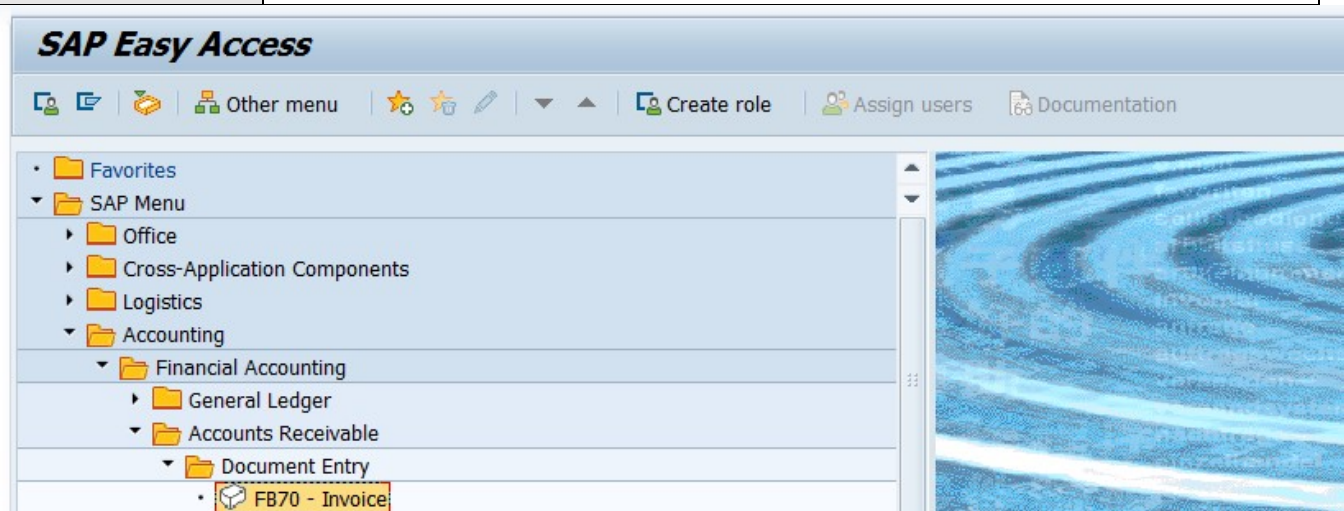
## 8 CUSTOMER INVOICE BOOKING WITH OUTPUT TAX

### 8.1 OVERVIEW

Transaction code FB70 will be used to customer invoice booing in finance.

### 8.2 MENU PATH

<b>Menu Path</b>	SAP MENU → Accounting → Financial Accounting → Accounts receivable → Document entry → FB70-Invoice
<b>Transaction Code</b>	FB70



### 8.3 STEPS

On running FB70, we get the initial screen as shown below:



**Enter Customer Invoice: Company Code 1000**

Tree on Company Code Hold Simulate Park Processing Options

Transactn R Invoice

Bal. 0.00

Customer

Address

Company

abc

123 123

123456 sdfghj-dfgh

OIs

Bank data: not available

Basic data Payment Details Tax Withholding tax Notes

Customer 200000 SQL Ind

Invoice date 19.02.2018 Reference 1

Posting Date 19.02.2018

Document type DR Customer Invoice

Cross-CCode No.

Amount 1,180.00 INR ☒ Calculate tax

OC OC (IGST-Out-18%)

Bus.place/sectn 1000 / 1000

Text Testing

Paymt terms Due immediately

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sales order	Item i...	Sc...	Plnt	P...	Purc...	Profit center	Pa
61300000	Other revenue	H Cr ...		1,000.00						0	1102	

Enter the following data

S.NO	Field	Description	User Action and Values
Header Data			
1	Company code	Specify the company code	1000
2	Customer	Specify the customer	200000
3	Document date	Give the date of document	19.02.2018
4	Reference	Specify identification of document	1
5	Posting date	Give the posting date i.e., systems date	19.02.2018
6	Amount	Specify the amount for the document	100000
7	Calculate tax	Select this check box	Select this check box
8	Tax code	On button of calculate tax, select the tax code	OC (IGST-18%)
9	Business place/Section code	Give business place and section code	1000/1000
10	Text	Narration	Customer invoice booking
11	Place of supply	Give place of supply	35 (Uttarakhand)

S.NO	Field	Description	User Action and Values
12	Payment method	Give payment method	T
13	House bank	Specify the house bank	PNB12
14	Account ID	Specify the account ID	PNB12
<b>Line items</b>			
15	GL Account	Either give proper GL Account or Customer number	61300000 Other revenue
16	D/C=S	In this column give S for Debit entry	In this column give S for Debit entry
17	Amount	Specify the amount	100000
18	Profit center	Maintain the profit center for revenue items. If the entry is for expenditure than it is not required to maintain the profit center, it will be updated from cost center master data.	Specify the profit center. Ex:1102

Click on Save button or Ctrl+s

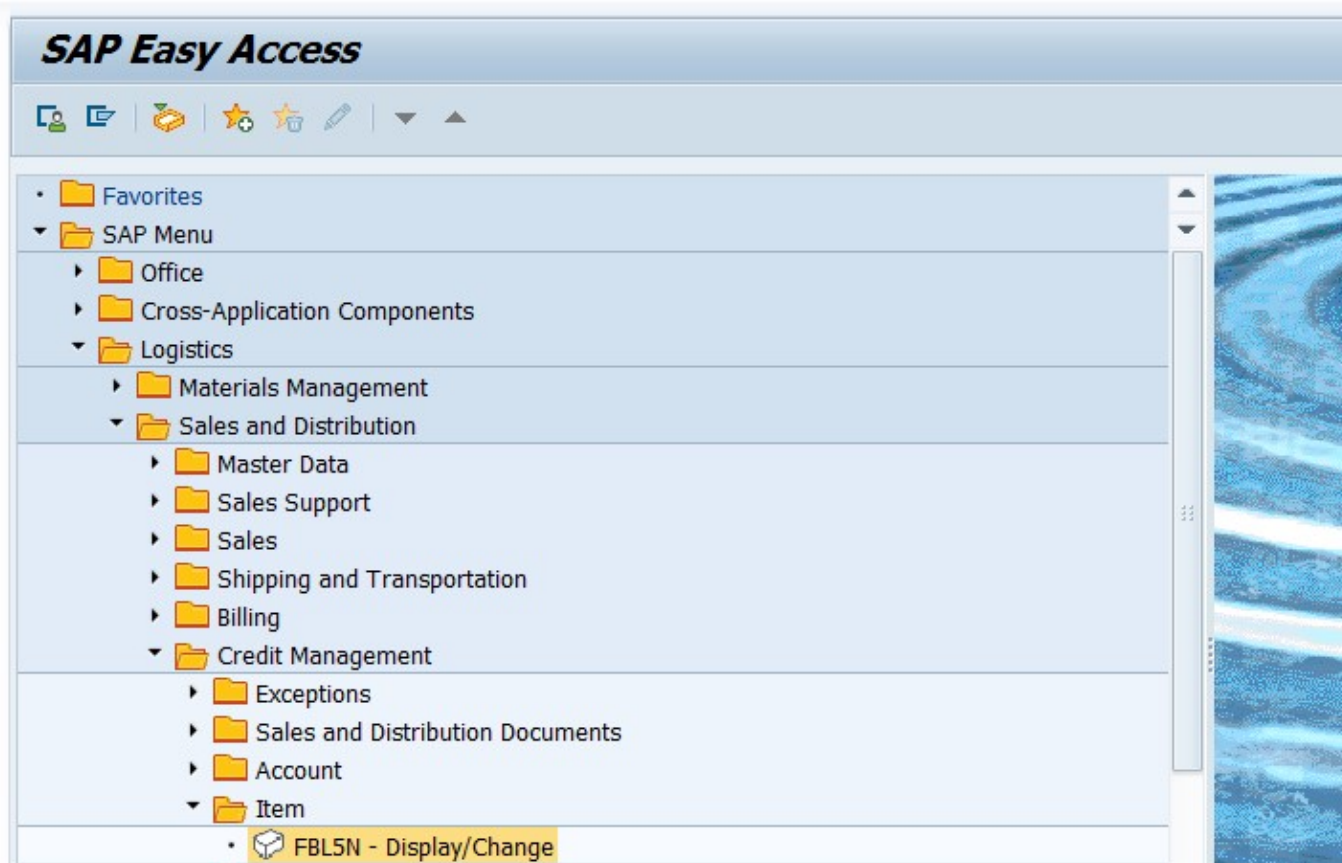
## 9 CUSTOMER REPORT

### 9.1 OVERVIEW

Transaction code FBL1N will be used to review customer items.

### 9.2 MENU PATH





<b>Menu Path</b>	SAP MENU → Logistics → Sales & distribution → Credit management → Item → FBL5N Display
<b>Transaction Code</b>	FBL5N-Customer line items display






### 9.3 STEPS

On running FBL5N, we get the initial screen as shown below:


**Customer Line Item Display**





 Data Sources

**Customer selection**



Customer 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



Enter the following data;

S.NO	Field	Description	User Action and Values
1	Customer	Specify the customer	3130000
2	Company code	Specify the company code	1000

Execute and see the report.

## 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
FB70	Customer Invoice booking
FB75	Customer Credit memo
F-28	Customer Incoming payment
F-29	Customer advance booking
F-37	Clearing of advance booking
FBL5N	Customer report