



**Project – SUGAM
End User Manual
Customer Invoice & Incoming Payment**



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS

Role	Name
Core Team Members	Sri. Chandan Kumar Sri. Mrutyunjay Ms. Shweta Sri. Ravindra Singh Sri. Anand Shekhar Sri. Shivendra Kashyap Sri . Ajay Kumar Sri. Ajay Kumar IT (BPO) Sri. Rahul IT (Manager)
Consultant	Naveen
Business Process Owner	Ajay Rai

REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

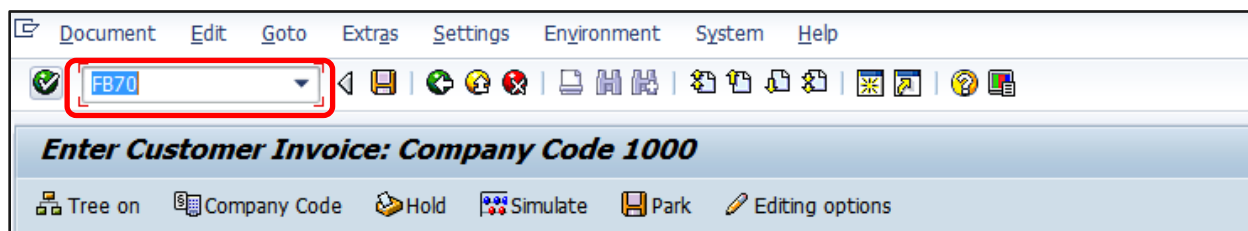


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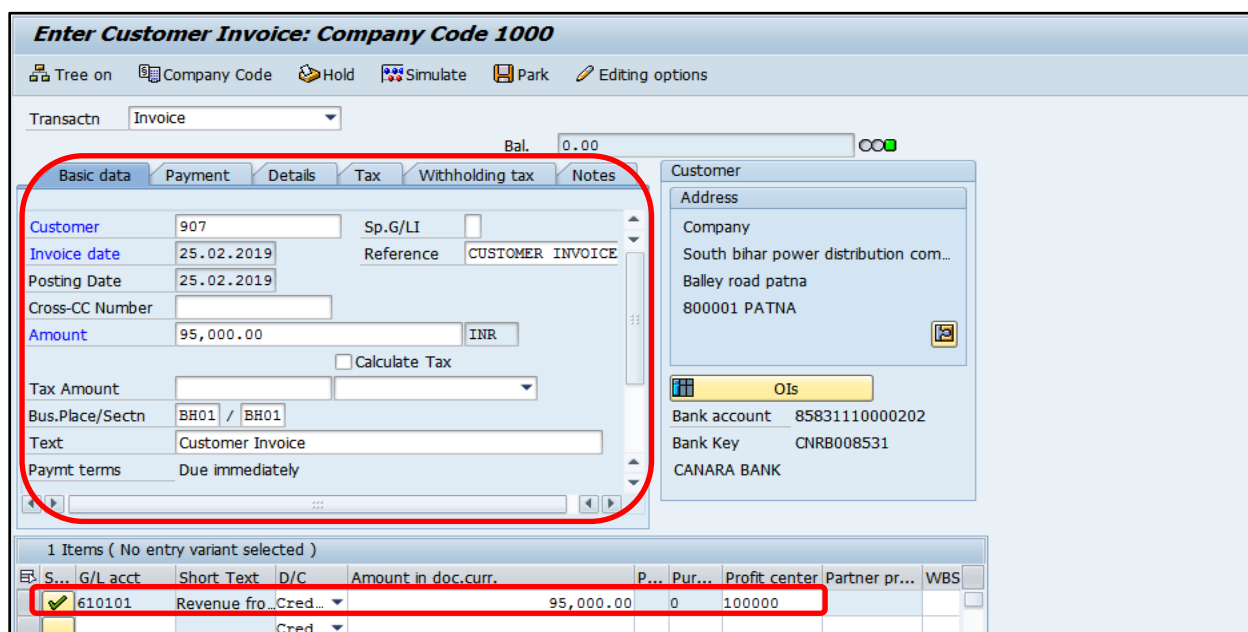


1.1. Post Customer Invoice Booking

SAP T-code	FB70
Process	Enter FB70 in Transaction box and click Enter or Tick symbol



SAP T-code	FB70
Process	<ul style="list-style-type: none"> Go to Basic Data Tab - Enter Customer number - Enter invoice date - Posting date - Enter reference, example bill number - Enter Amount - Enter Business place and Section code - Enter text - Enter G/L - Enter amount - Tax Code - Enter profit centre - Go to Withholding Tab - Give WHT Code - Simulate





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Enter Customer Invoice: Company Code 1000

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

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes Customer

Name of W/Tax ...	W/T	W/Tax Base FC	WTax Amt in FC	W/Tax
Tax during Invoice...2C				0.00

Customer Address: South bihar power distribution com... Balley road patna

SAP T-code	FB70
Process	Accounting Entry Generated - Save

Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : DR (Customer Invoice) Normal document

Doc. Number Company Code 1000 Fiscal Year 2018

Doc. Date 25.02.2019 Posting Date 25.02.2019 Period 11

Calculate Tax

Ref.Doc. CUSTOMER INVOICE

Doc. Currency INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	907	South bihar power di			93,100.00
2	50	610101	Revenue from SBPDCL			95,000.00-
3	40	219102	TDS - 194 C			1,900.00

Document 1800000072 was posted in company code 1000

1.2. Incoming Payment

SAP T-code	F-28
Process	Enter F-28 in Transaction box and click Enter or Tick symbol

Document Edit Goto Settings System Help

F-28

Post Incoming Payments: Header Data

Process Open Items



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SAP T-code	F-28
Process	Enter document date (date when the payment is made) & Posting date - Enter reference - Enter Bank Account Number - Enter amount - Enter text - Enter Customernumber - After filling the details, press enter or click on process open items

Post Incoming Payments: Header Data

Process Open Items

Document Date	25.02.2019	Type	DZ	Company Code	1000
Posting Date	25.02.2019	Period	11	Currency/Rate	INR
Document Number		Translation dte			
Reference	Incoming Pay	Cross-CC Number			
Doc.Header Text		Trading part.BA			
Clearing Text					
Bank data					
Account	160302	Business Area			
Amount	1				
Amt.in loc.cur.					
Bank Charges		LC Bank Charges			
Value date	25.02.2019	Profit Center			
Text	Incoming Payment	Assignment			
Open item selection			Additional selections		
Account	907		<input type="radio"/> None		
Account Type	D	<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		

SAP T-code	F-28
Process	Select all - Deactivate - Select the items that needs to be cleared and click on document menu option and select simulate - Save - Document Generated



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Document Edit Goto Settings Environment System Help

Post Incoming Payments Process open items

Distribute Difference **Charge Off Difference** Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 907 South Bihar power distribution comp

Document...	D.	Document...	P.	Bu...	Da...	INR Gross	CashDiscount	CDPer.
1800000072	DR	25.02.2019	01		0	₹3,100.00		

Processing Status

Number of Items	40	Amount Entered	1.00
Display from Item	40	Assigned	93,100.00
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	93,099.00-

SAP T-code	F-28
Process	Double click on 1.00 Line item and give * - Enter

Post Incoming Payments Display Overview

Process Open Items Choose open items Display Currency Account Model Taxes

Document Date	25.02.2019	Type	DZ	Company Code	1000
Posting Date	25.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	25.02.2019
Reference	INCOMING PAY	Cross-CC Number			
Doc.Header Text		Trading part.BA			

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0000160302	Canara Bank Outgain	1.00	



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SAP T-code	F-28
Process	Click on document simulate – Accounting Entry generated - Save

Post Incoming Payments Display Overview

Display Currency Taxes Reset

Document Date: 25.02.2019 Type: DZ Company Code: 1000
Posting Date: 25.02.2019 Period: 11 Currency: INR
Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 25.02.2019
Reference: INCOMING PAY Cross-CC Number:
Doc.Header Text: Trading part.BA:
Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0000160302	Canara Bank Outgain	93,100.00		
002	15	0000000907	South bihar power d	93,100.00-		

D 93,100.00 C 93,100.00 0.00 * 2 Line Items

Document 1400000041 was posted in company code 1000

SAP T-code	FB08
Process	Input FB08

Document Edit Goto System Help

FB08

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal



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SAP T-code	FB08
Process	Document Number - Company Code - Fiscal Year - Reversal Reason - Posting Date - Posting Period - Save

Document Edit Goto System Help

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal

Document Details

Document Number	1800000073
Company Code	1000
Fiscal Year	2018

Specifications for Reverse Posting

Reversal Reason	01		
Posting Date	25.02.2019	Tax Reporting Date	
Posting period	11		

Check management specifications

Void reason code

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Manual End