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
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	Sri . Ajay Kumar
	Sri. Ajay Kumar IT (BPO)
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Business Process Owner	Ajay Rai

REVISION HISTORY				
Date	Document Version	Document Revision Description	Author	Reviewer
24.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Post Vendor Invoice Booking

SAP T-code	FB60
Process	Enter FB60 in Transaction box and click Enter or Tick symbol

SAP T-code	FB60
Process	• Go to Basic Data Tab - Enter vendor number - Enter invoice date - Posting date - Enter reference, example bill number – Enter Amount - Enter Business place and Section code - Enter text - Enter expense G/L - Enter amount –Enter Tax Code - Enter cost centre – Go to Withholding Tax Tab and give WHT Code.

SAP T-code	FB60
Process	Click on Simulate - Enter

Document 1900000082 was posted in company code 1000

1.2. Create Remittance challan

SAP T-code	J1INCHLN
Process	Enter J1INCHLNin Transaction box and click Enter or Tick symbol

Menu   Edit   Favorites   Extras   System   Help

J1INCHLN

SAP Easy Access

Other menu   Create role   Assign users   Documentation

SAP T-code	J1INCHLN
Process	Company Code - Fiscal Year - Section Code - Company Code Document Number - Posting Date - Section - Recipient Types - Document Date - Posting Date - Bank Account - Click on Execute - enter

Create Remittance Challans

Company Details

Company Code	1000		
Fiscal Year	2018		
Section Code	BH01	to	
Section code Group			

Details of Withholding Tax Items

Document Numbers	1900000082	to	
Posting Dates	24.02.2019	to	
Section	194C	to	
Payment Due Dates		to	
Vendors	100005	to	
Recipient Types	CO	to	

Tax Remittance Details

Document Date	24.02.2019
Posting Date	24.02.2019
Bank Account	160302
Business Area	
Bank Charges	

SAP T-code	J1INCHLN
Process	**Double click on Amount and click on charge of Difference**

Post with Clearing Process open items

Distribute Difference   Charge Off Difference   Editing Options

Standard   Partial Pmt   Res.Items   WH Tax

Account items 219102 TDS - 194 C

Assignment	Document...	D..	P..	Posting Date	Document...	INR Gross
20190224	1900000082	KR	50	24.02.2019	24.02.2019	1,000.00-

Am...   Gross<...   Currency   Items   Items

Processing Status

Number of Items	1	Amount Entered	
Display from Item	1	Assigned	
Display in clearing currency		Not Assigned	

SAP T-code	J1INCHLN
Process	**Double click on 1 rupees line item and give * - Document - Simulate**

Post with Clearing Display Overview

Process Open Items   Choose open items   Display Currency   Account Model   Taxes

Document Date	24.02.2019	Type	SA	Company Code	1000
Posting Date	24.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	24.02.2019
Ledger Grp					

Reference		Cross-CC Number	
Doc.Header Text		Trading part.BA	
Branch number		Number of Pages	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001 50		0000160302 Canara Bank Outgoin			1.00-	

Post with Clearing Correct G/L account item

Choose open items   Process Open Items   More data   Account Model

G/L Account	160302	Canara Bank Outgoing 0352101042062
Company Code	1000	BSPTCL

Item 1 / Credit entry / 50

Amount	1,000.00	INR
	Calculate Tax	☐
Business place		
		✓ More
Value date	24.02.2019	
Assignment		
Text		Long Texts

SAP T-code	J1INCHLN
Process	TDS Entry Generated

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Post with Clearing Display Overview

Display Currency   Taxes   Reset

Document Date	24.02.2019	Type	SA	Company Code	1000
Posting Date	24.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	24.02.2019
Ledger Grp					
Reference				Cross-CC Number	
Doc.Header Text				Trading part.BA	
Branch number		Number of Pages			

Items in document currency

```
    PK  BusA Acct                          INR    Amount        Tax amnt
001 50        0000160302 Canara Bank Outgoin       1,000.00-
002 40        0000219102 TDS - 194 C               1,000.00


D 1,000.00        C 1,000.00        0.00        *    2 Line Items
```

SAP T-code	J1INCHLN
Process	Save – TDS Challan Document Generated

Create Remittance Challans

Clearing Doc.

```
Clearing Doc Number        100000166
Challan No              000001000000
Challan Dt                24.02.2019


Total Basic TDS Remitted           0.00
Total Surcharge Remitted           0.00
Total ECess Remitted               0.00
                        _____
Total Tax Remitted                 0.00
                        _____
```

☑ Document 100000166 was posted in company code 1000   **SAP**

1.3. Update Bank Challan

SAP T-code	J1INBANK
Process	Enter J1INBANKin Transaction box and click Enter or Tick symbol

SAP T-code	J1INBANK
Process	Company Code - Fiscal Year - Challan Clearing Number – Bank - Challan Number - Bank Challan Date - Bank Key - BSR Code - Click on Execute

SAP T-code	J1INBANK
Process	Challans were updated

Update Bank Challan

Sr. No.	Co.Cd	Doc.No	Year	Int Challan No	Int Challan Dt	Ext Challan No	Ext Challan Dt	Bank	BSR Code
1	1000	100000166	2018	000001000000	24.02.2019	12345	24.02.2019	CANAR	0000000

☑ Challans were updated

SAP

Manual End