



**Project – SUGAM  
End User Manual  
Vendor Invoice Booking and Payment**



**DOCUMENT DETAILS**

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Sushil Kumar	Shri. Jeetender Gaiwad	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

**AUTHORS & PARTICIPANTS**

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Business Process Owner	Ajay Rai

**REVISION HISTORY**

Date	Document Version	Document Revision Description	Author	Reviewer
15.12.2021	0.1	User Manual Preparation	Kamal	Chandrakanth Reddy



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## 1.1 Vehicle Hiring without PO/Non Deductible

<b>SAP T-code</b>	<b>FB60</b>
<b>Process</b>	<b>Enter Vendor Number - Invoice date - Posting Date - Reference - Amount - Enter GL Account in line item : Vehicle Hiring GL - Amount - Text - Cost Center -: Enter and go to Withholding Tax Tab (TDS).</b>

The screenshot shows the SAP FB60 transaction interface. The 'Vendor' field is highlighted with a red box and contains the value '100143'. The 'Invoice date' and 'Posting Date' are both set to '01.04.2021'. The 'Amount' is '29,344.00' with the currency 'INR'. The 'Bus.Place/Sectn' is 'BH01 / BH01'. The 'Vendor' address is 'ECI ENGINEERING CONSTRUCTION C... Patna Patna 800001 Patna'. The 'Bank data' is 'not available'. The 'OIs' button is visible. The line item table below shows one item with G/L acct '760133', Short Text 'Vehicle Hirin...', D/C 'S De...', Amount in doc.curr. '29,344.00', and Cost center '1600010'. The 'Calculate Tax' checkbox is unchecked.

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Bu...	Par...	Cost center	Order	Fi...
✓	760133	Vehicle Hirin...	S De...	29,344.00			1600010		



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<b>SAP T-code</b>	<b>FB60</b>
<b>Process</b>	<b>Select Withholding (TDS) - Enter Tax Code - Simulate &amp; Save/Post. Document will be generated.</b>

Name of WTax Ty...	WTax...	W/Tax Base FC	WTax Amt in FC	W/Tax B
Tax during Invoices...	3C			0.00
Tax payment- Sec 1...				0.00

### Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : KR ( Vendor Invoice ) Normal document  
Doc. Number                      Company Code      1000                      Fiscal Year      2021  
Doc. Date                      01.04.2021                      Posting Date      01.04.2021                      Period                      01  
Calculate Tax                        
Doc. Currency                      INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	100143	ECI ENGINEERING CONS			29,051.00-
2	40	760133	Vehicle Hiring Expen			29,344.00
3	50	219102	TDS - 194 C			293.00-

Document 190000040 was posted in company code 1000



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<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Enter Document Date - Posting Date - Period - Reference -Text - Enter GL Account in bank data : Outgoing Bank GL - Amount Value date - Enter Vendor Account in Open Item Selection - Click Enter or Click Process open Items.</b>

## 1.2 Payment

The screenshot shows the SAP F-53 form with several sections highlighted by red boxes and arrows:

- Document Data:** Document Date (01.04.2021), Type (KZ), Posting Date (01.04.2021), Period (1), Reference (1), Doc. Header Text (Payment of Vehicle Hiring).
- Bank data:** Account (160212), Amount (29051), Value date (01042021), Text (Payment of Vehicle Hiring).
- Open item selection:** Account (100143), Account Type (K), Special G/L Ind (checked), Payt Advice No. (empty).

Other visible fields include: Company Code (1000), Currency/Rate (INR), Translation dte, Cross-CC Number, Trading part.BA, Clearing Text, Business Area, LC Bank Charges, Profit Center, and Additional selections (None, Amount, Document Number, Posting Date, Dunning Area, Others).



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<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Select all – Deactivate – Select the item that need to be cleared.</b>

**Post Outgoing Payments Process open items**

Distribute Difference
 Charge Off Difference
 Editing Options
 Cash Disc. Due

Standard Partial Pmt WH Tax

Account items 100143 ECI ENGINEERING CONSTRUCTION CO. LT

Document ...	D.	Document ...	P..	Bu...	Da...	INR Net	CashDiscount	CDPer.
1900000040	KR	01.04.2021	31		0	29,051.00-		

Amo...
 Gross<>...
 Currency
 Items
 Items
 Disc.
 Disc.

**Processing Status**

Number of Items	<input type="text" value="1"/>	Amount Entered	<input type="text" value="29,051.00-"/>
Display from Item	<input type="text" value="1"/>	Assigned	<input type="text" value="29,051.00-"/>
Reason Code	<input type="text"/>	Difference Postings	<input type="text"/>
Display in clearing currency	<input type="text"/>	Not Assigned	<input type="text" value="0.00"/>



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<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Click on document menu option and select Simulate - Post - Document Saved/Posted.</b>

The screenshot shows the SAP F-53 'Post Outgoing Payments Display Overview' screen. A red arrow points to the 'Document' menu option in the top navigation bar. Below the menu, a toolbar contains various icons, with the 'Post' icon (a document with a checkmark) circled in red. The main area displays document details for company code 1000, dated 01.04.2021, with a reference of 1. The document header text is 'Payment of Vehicle Hiring'. Below this, a table lists two items in document currency:

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0000160212	Canara Bank Out 000		29,051.00-	
002	25	0000100143	ECI ENGINEERING CON		29,051.00	

At the bottom of the screen, a confirmation message is displayed in a red-bordered box: 'Document 1500000048 was posted in company code 1000'.

**Manual End**