



**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. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS

Role	Name
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Consultant	Naveen
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



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1.1. Material PO Creation

SAP T-code	ME21N
Process	Click on Shopping cart - Vendor -Org Data: - Purch.org. - Purch.Group -Company Code -Material-Short Text-PO Quantity- Order Unit -Deliv. Date -Net Price - Plant -In Item Detail below

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Batch	Stock Segmen
	10			1000000036	power cable Score	10	NO	D	13.02.2019	500,000.00	INR	1	NO	POWER CAB	Trans Circle Patna	C/S,Fatuha		

SAP T-code	ME21N
Process	Go to Invoice Tab and Give Tax Code - In condition Tab you can check Price - Click on Check symbol above - save - PO Created 4700000156



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Item [10] 1000000036 , power cable 5core

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | **Conditions** | India | Texts | Delivery Address | Confirmations | Condition Co...

Quantity: 10 NO | Net: 5,000,000.00 INR

Condition Record | Analysis | Update

I... CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...	Un	Condition Vc
FBXX	Price	500,000.00	INR		1NO	5,000,000.00	INR		1		NO		1NO	
ZLC1	Labour cess %					0.00	INR		0				0	
	Net value incl. disc	500,000.00	INR		1NO	5,000,000.00	INR		1		NO		1NO	
NAVS	Non-Deductible Tax	900,000.00	INR			900,000.00	INR		0				0	
	Net value incl. tax	590,000.00	INR		1NO	5,900,000.00	INR		1		NO		1NO	
SKTO	Cash Discount	0.000				0.00	INR		0				0	

Local Purchase PO created under the number 4700000095

1.2. Purchase Order Release

SAP T-code	ME29N
Process	Go to ME29N - CLICK on other purchase order symbol - Give PO Number - click on Release strategy Tab - Release all Three- save

Release Local Purchase PO 4700000095

Document Overview On | Print Preview | Messages | Personal Setting

Local Purchase PO 4700000095 Vendor 100005 KPM Pvt Ltd Doc. Date 23.02.2019

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | **Release strategy** | Incoterms | Versions

Code	Description	Sta..	Rel..
01	EEE	⚠	🔗
02	ESE	⚠	🔗
03	CE	⚠	🔗

Release group: P1 PO_RELEASE
Release Strategy: P1 BSPTCL PO REL ST L3
Release indicator: B Blocked, changeable with...

Release Local Purchase PO 4700000095

Document Overview On | Print Preview | Messages | Personal Setting

Local Purchase PO 4700000095 Vendor 100005 KPM Pvt Ltd Doc. Date 23.02.2019

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | **Release strategy** | Incoterms | Versions

Code	Description	Sta..	Rel..
01	EEE	✅	🔗
02	ESE	✅	🔗
03	CE	✅	🔗

Release group: P1 PO_RELEASE
Release Strategy: P1 BSPTCL PO REL ST L3
Release indicator: R Released, no changes

Local Purchase PO 4700000095 changed

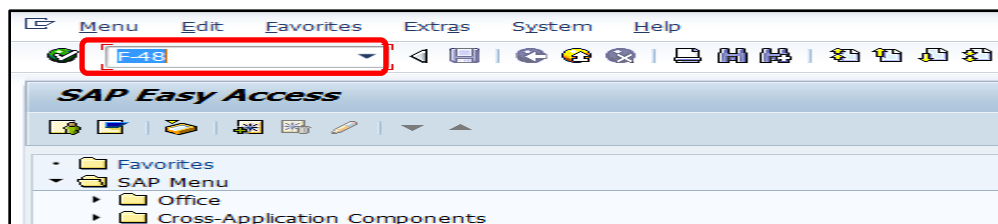


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1.3. Down Payment Made

SAP T-code	F-48
Process	Enter F-48 in Transaction box and click Enter or Tick symbol



SAP T-code	F-48
Process	Document Header Data Information–Input Document Date - Posting Date - Document Type - Company Code – Currency - Reference –Under Vendor Information – Input Vendor - Special G/L indicator – Under Bank DataSection - Select Bank GL – Amount - - Profit Centre - Text

Post Vendor Down Payment: Header Data

New Item Requests

Document Date	23.02.2019	Type	KZ	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	Down Payment			Cross-CC Number	
Doc.Header Text					
Trading part.BA				Tax Reporting D	

Vendor

Account	100005	Special G/L Ind	A
Altern. CoCode			

Bank

Account	160302	Business Area	
Amount	150000		
LC amount			
Bank Charges		LC Bank Charges	
Value date	23.02.2019	Profit Center	
Text	Down Payment	Assignment	



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SAP T-code	F-48
Process	Document Line Item Data - Input Amount - Text Field: Eg: Vendor Advance Posting - Profit Center and press Enter key

Post Vendor Down Payment Correct Vendor item

More data | New Item | Withholding tax

Vendor: 100005 KPM Pvt Ltd G/L Acc: 170100
 Company Code: 1000 Bally Road
 BSPTCL Patna

Item 2 / Down payment made / 29 A

Amount: 150,000.00 INR
 Tax Amount:
 Tax Code: V0 Calculate Tax Bus./Sectn:
 Bus. Area:
 Disc.perc.:
 CD Amount:
 Real Estate:
 Flow Type:

Contract: /
 Assignment:
 Text: Down Payment Long Texts

SAP T-code	F-48
Process	Click on Document and Simulate

Post Vendor Down Payment Display Overview

Display Currency | Taxes | Reset

Document Date: 23.02.2019 Type: KZ Company Code: 1000
 Posting Date: 23.02.2019 Period: 11 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 23.02.2019
 Reference: DOWN PAYMENT Cross-CC Number:
 Doc.Header Text: Trading part.BA

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0000160302	Canara Bank Outgain		147,000.00-	
002	29A	0000100005	KPM Pvt Ltd		150,000.00	V0
003	50	0000219102	TDS - 194 C		3,000.00-	

D 150,000.00 C 150,000.00 0.00 * 3 Line Items

Document 1500000096 was posted in company code 1000



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1.4. Good Receipt

SAP T-code	MIGO
Process	Purchase Order - Enter - Delivery Note - Bill of Lading - Go down and click on Item OK Checkbox - Go to Quantity Tab: - Qty in Delivery Note - Click on Check Above then Post or Save-5000000251

Goods Receipt Purchase Order 4700000095 - BSPTCL_FICO4

Show Overview | Hold | Check | Post | Help

Goods Receipt: Purchase Order | 4700000095 | GR goods receipt: 101

General | Vendor

Document Date: 23.02.2019 | Delivery Note: 12345 | Vendor: KPM Pvt Ltd
 Posting Date: 23.02.2019 | Bill of Lading: 456 | HeaderText:
 Individual Slip

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch	Valuation ...	M...	D Stock Type
1	power cable Score	<input type="checkbox"/>	10	NO	C/S,Fatuha	106000				101 +	Unrestrict

Quantity | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 10 | NO
 Qty in SKU: 10 | NO
 Qty in Delivery Note: 10 | NO
 Quantity Ordered: 10 | NO

Quantity | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 10 | NO
 Qty in SKU: 10 | NO
 Qty in Delivery Note: 10 | NO
 Quantity Ordered: 10 | NO

No. Containers: |

Item OK | Line: 1

Goods Receipt Purchase Order 4700000095 - BSPTCL_FICO4

Show Overview | Hold | **Check** | **Post** | Help

Material document 5000000153 posted



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1.5. Invoice Booking

SAP T-code	MIRO
Process	Invoice date -Posting Date - Reference -Amount -Bus.place/sectn -Text -PO Reference - Enter-Simulate - Accounting Entry will Generate- In Payment Tab give Baseline Date- Again come to Basic Data Tab -click on Tax checkbox if Tax Required-Input Amount with Tax

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help NF

Transaction Invoice Balance 5,000,000.00- INR

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date 23.02.2019 Reference 4700000095

Posting Date 23.02.2019

Amount INR

Tax Amount Calculate Tax B3 (CGST + SGST 9%)

Bus.Place/Sectn BH01 / BH01

Text 4700000095

Paymt terms Installment payment

Vendor 0000100005
Mr. and Mrs. KPM Pvt Ltd
Bally Road
800001 Patna-Patna

PO Reference

Purchase Order/Scheduling Agreement 4700000095 Goods/service items

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
	5,000,000.00	10	NO	4700000095	10	power cable Score	B3 (CGST)

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help NF

Transaction Invoice Balance 5,000,000.00- INR

Basic Data | Payment | Details | Tax | Withholding tax

BaselineDt 23.02.2019 Pyt Terms Days %

Due on 23.02.2019 Days %

CD INR Days net

Vendor 0000100005
Mr. and Mrs. KPM Pvt Ltd
Bally Road
800001 Patna-Patna



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Display Invoice Document 5105600779 2018

Show PO structure | Follow-On Documents ... | NF

Transaction: Invoice | 5105600779 | 2018

Vendor 0000100005
Mr. and Mrs. KPM Pvt Ltd
Bally Road
800001 Patna-Patna

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date: 23.02.2019 | Reference: 4700000095
 Posting Date: 23.02.2019
 Amount: 5,900,000.00 | INR
 Calculate Tax
 B3 (CGST + SGST 9%)
 Tax Amount: 900,000.00
 Bus.Place/Sectn: BH01 / BH01
 Text: 4700000095
 Paymt terms: Due immediately

PO Reference

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
	5,000,000.00	10	NO	4700000095	10	power cable Score	B3 (CGST)

SAP T-code	MIRO
Process	Go to Withholding Tab and give WHT Code 2C & Labourcess

Enter Incoming Invoice: Company Code 1000

Show PO structure | Show worklist | Hold | Simulate | Messages | Help | NF

Transaction: Invoice | Balance: 0.00 | INR

Vendor 0000100005
Mr. and Mrs. KPM Pvt Ltd
Bally Road
800001 Patna-Patna

Basic Data | Payment | Details | Tax | Withholding tax

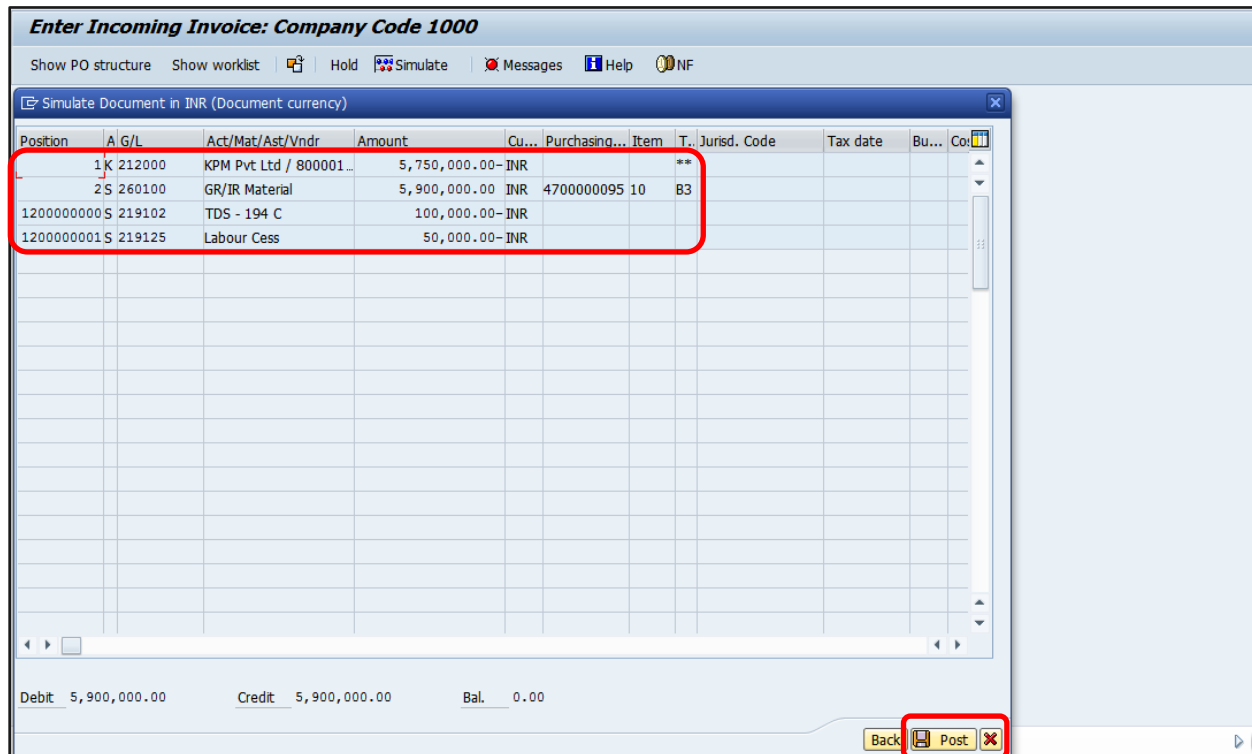
Name of WTax ...	WT...	W/Tax Base FC	WTax Amt in FC	W/Tax
Tax during Invoice...				0.00
Tax during Invoice...				0.00
Tax during Invoice...				0.00
Tax during Invoice...				0.00
Labour Cess	15			0.00
Tax payment- Sec...				0.00



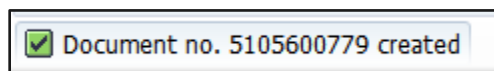
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SAP T-code	MIRO
Process	Click on Simulate and Post



SAP T-code	MIRO
Process	Below MIRO Document Generated - Go to Document - Display - Follow on Document - 5100000030 (Accounting Document)



1.6. Vendor Down Payment Clearing

SAP T-code	F-54
Process	Enter F-54 in Transaction box and click Enter or Tick symbol



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SAP Easy Access

F-54

SAP T-code	F-54
Process	Enter document date (down payment document date) - Enter posting date - Enter company code and Currency details - Enter Reference - Enter vendor account number - Enter relevant invoice (which is created with reference to the down payment) - Enter text - Press enter

Clear Vendor Down Payment: Header Data

Process down pmnts

Document Date 23.02.2019 Type KA Company Code 1000
 Posting Date 23.02.2019 Period 11 Currency/Rate INR
 Document Number Translation dte
 Reference Down Pay Adjust
 Doc.Header Text
 Trading part.BA Tax Reporting D

Vendor
 Account 100005

Relevant invoice
 Invoice Line Item Fiscal Year

Transfer posting item(s) details
 Assignment
 Text Down Pay Adjust

SAP T-code	F-54
Process	Double Click in Transfer Posting Column

Clear Vendor Down Payment Choose down payments

Account 100005 Currency INR

Down Payments

Document...	Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
1500000096	2	A		0			-,000.00	150,000.00	

Double click in transfer posting



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Clear Vendor Down Payment Choose down payments

Display Currency

Account Currency

Li...	S Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
2	A	0			...,000.00	150,000.00	120,000.00

SAP T-code	F-54
Process	Click on document menu option and select simulate

Clear Vendor Down Payment Display Overview

Display Currency Taxes Reset

Document Date Type Company Code

Posting Date Period Currency

Document Number Fiscal Year Translation dte

Reference Cross-CC Number

Doc.Header Text Trading part.BA

PK	BusA	Acct	INR	Amount	Tax amnt
001	33A	0000100005 KPM Pvt Ltd		120,000.00	V0
002	26	0000100005 KPM Pvt Ltd		120,000.00	V0

D 120,000.00 C 120,000.00 0.00 * 2 Line Items

SAP T-code	F-54
Process	Document has been Generated - 1700000079

Document 1700000079 was posted in company code 1000

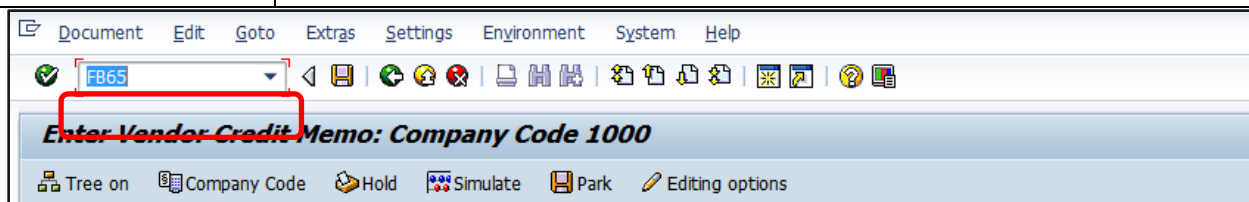
1.7. Vendor Credit Memo / Penalty



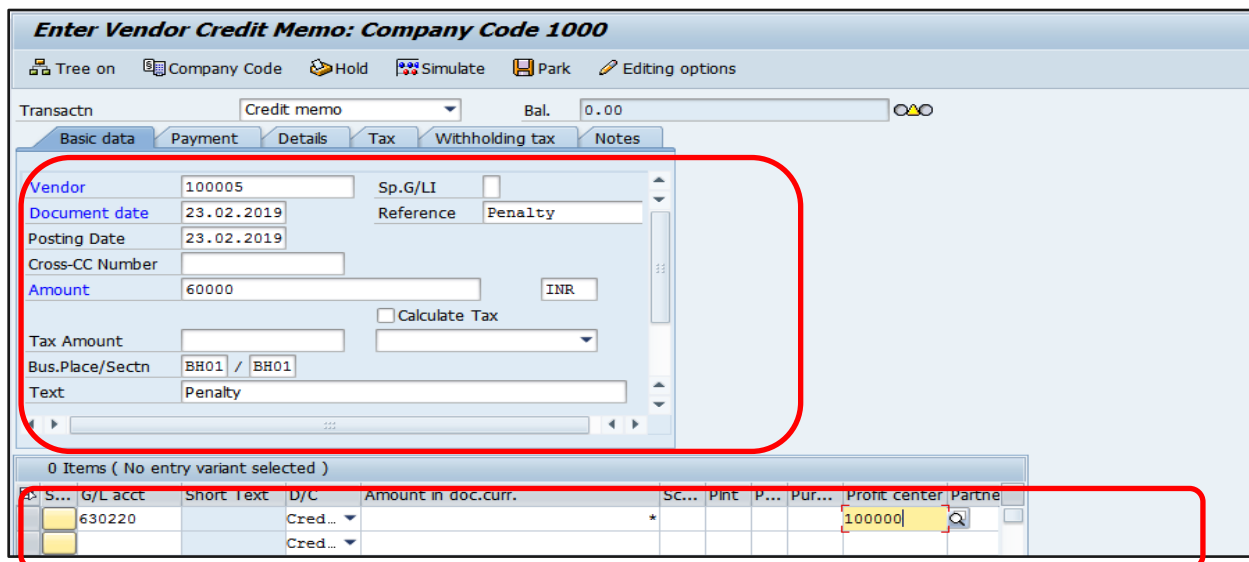
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SAP T-code	FB65
Process	Enter FB65 in Transaction box and click Enter or Tick symbol



SAP T-code	FB65
Process	<ul style="list-style-type: none"> 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 G/L- Enter amount – Enter Tax Code - Enter Profit Centre



SAP T-code	FB65
Process	Simulate and Save Document Generated



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Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : KG (Vendor Credit Memo) Normal document

Doc. Number	Company Code	1000	Fiscal Year	2018
Doc. Date	Posting Date	23.02.2019	Period	11
Calculate Tax	<input type="checkbox"/>			
Ref.Doc.	PENALTY			
Doc. Currency	INR			

Item	PK	Account	Account Short text	Assignment	Tx	Amount
1	21	100005	KPM Pvt Ltd			60,000.00
2	50	630220	Penalty on Vendors		VO	60,000.00-

Document 1700000080 was posted in company code 1000

1.8. Keep Back

SAP T-code	F-41
Process	Enter F-41 in Transaction box and click Enter or Tick symbol

Document Edit Goto Extras Settings Environment System Help

F-41

Enter Vendor Credit Memo: Header Data

Held Document Account Model G/L item fast entry Post with Reference Editing options

SAP T-code	F-41
Process	Document date - Posting Date - Reference - Posting key - Account Enter



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Enter Vendor Credit Memo: Header Data

Held Document Account Model G/L item fast entry Post with Reference Editing options

Document Date: 23.02.2019 Type: KG Company Code: 1000
Posting Date: 23.02.2019 Currency/Rate: INR
Document Number: Translation dte: Reference: Keep BACK Cross-CC Number:
Doc.Header Text: Trading part.BA:

First line item

PstKy: 21 Account: 100005 SGL Ind: TType:

SAP T-code	F-41
Process	Amount - Bus.place/sectn - Text - Posting key - Account Special GL Indicator - Enter - Amount in Doc currency Due on (Future Date) -Document - Simulate - save

Enter Vendor Credit Memo: Add Vendor item

More data Account Model G/L item fast entry Taxes Withholding tax

Vendor: 100005 KPM Pvt Ltd G/L Acc: 212000
Company Code: 1000 Bally Road
BSPTCL Patna

Item 1 / Credit memo / 21

Amount: 70000 INR Calculate Tax BusPlace/Sectn: BH01 / BH01

Bus. Area: Payt terms: Days/percent: / / /
Blne Date: 23.02.2019 Fixed: CD Amount:
CD Base: Invoice Ref.: / / /
Pmnt block: Payt Method:
Assignment: Text: Keepback Long Texts

Next line item

PstKy: 39 Account: 100005 SGL Ind: K TType: New Co.Code:



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Enter Vendor Credit Memo: Add Vendor item

More data Account Model G/L item fast entry Taxes Withholding tax

Vendor 100005 KPM Pvt Ltd G/L Acc 212050
 Company Code 1000 Bally Road
 BSPTCL Patna

Item 2 / Credit memo / 21

Amount * INR
 Calculate Tax Bus./Sectn / /

Bus. Area / /

Due on 30.01.2030 / /

Invoice Ref. / / /

Contract / / Flow Type /

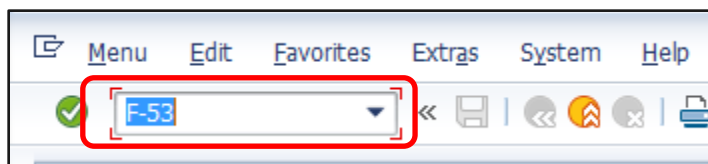
Assignment / /

Text / / Long Texts

Document 1700000081 was posted in company code 1000

1.9. Vendor Payment

SAP T-code	F-53
Process	Enter F-53 in Transaction box and click Enter or Tick symbol



SAP T-code	F-53
Process	Enter document date (date when the payment is made) & Posting date - Enter reference - Enter Bank Account Number - Enter



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amount - Enter text - Enter vendor number - After filling the details, press enter or click on process open items

Post Outgoing Payments: Header Data

Process Open Items

Document Date	23.02.2019	Type	KZ	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	Payment			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	23.02.2019			Profit Center	
Text	Payment			Assignment	
Open item selection			Additional selections		
Account	100005	<input type="checkbox"/>	<input checked="" type="radio"/> None		
Account Type	K	<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-53
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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Americas | EU | ASIA | AUS

Post Outgoing Payments Process open items

Distribute Difference
 Charge Off Difference
 Editing Options
 Cash Disc. Due

Account items 100005 KPM Pvt Ltd						
Document...	D...	Document...	P.. Bu...	Da...	INR Gross	CashDiscount
5100000000	RS	23.02.2019	01	0	5,750,000.00	
1700000081	KG	23.02.2019	21	0	70,000.00	
1700000080	KG	23.02.2019	21	0	60,000.00	
1700000079	KA	23.02.2019	26	0	120,000.00	
1900000075	KR	22.02.2019	31	1	735,000.00	
100000155	AB	21.02.2019	37	2	125,000.00	
100000155	AB	21.02.2019	34	2	8,050.00	
1900000067	KR	20.02.2019	31	3	112,700.00	
1900000066	KR	20.02.2019	31	3	2,205,000.00	

Processing Status			
Number of Items	36	Amount Entered	1.00-
Display from Item	1	Assigned	5,502,400.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	5,502,399.00

Post Outgoing Payments Display Overview

Document Date: 23.02.2019 Type: KZ Company Code: 1000
 Posting Date: 23.02.2019 Period: 11 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 23.02.2019
 Reference: PAYMENT Cross-CC Number:
 Doc.Header Text: Trading part.BA:

Items in document currency				
PK	BusA	Acct	INR	Amount
001	50	0000160302	Canara Bank Outgoin	1.00-

Post Outgoing Payments Correct G/L account item

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

Item 1 / Credit entry / 50

Amount: INR

Calculate Tax



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SAP T-code	F-53
Process	Click on Document and simulate - Save - Document Generated

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date: 23.02.2019 Type: KZ Company Code: 1000
 Posting Date: 23.02.2019 Period: 11 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 23.02.2019
 Reference: PAYMENT Cross-CC Number:
 Doc.Header Text: Trading part.BA:

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0000160302	Canara Bank Outgoin		5,502,400.00-	
002	38	0000100005	KPM Pvt Ltd		120,000.00-	
003	40	0000219102	TDS - 194 C		2,400.00	
004	25	0000100005	KPM Pvt Ltd		5,750,000.00	
005	38	0000100005	KPM Pvt Ltd		130,000.00-	

D 5,752,400.00 C 5,752,400.00 0.00 * 5 Line Items

Document 1500000097 was posted in company code 1000

SAP T-code	F-44
Process	Input Vendor Number - Enter

Document Edit Goto Settings System Help

Clear Vendor: Header Data

Process Open Items

Account: 100005 Clearing Date: 23.02.2019 Period: 11
 Company Code: 1000 Currency: INR

SAP T-code	F-44
Process	Select all - Deactivate - Select the items that needs to be cleared



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and click on document menu option and select simulate - Save - Document Generated

Clear Vendor Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 100005 KPM Pvt Ltd

Assignment	Document...	D. P.	Posting Date	Document...	INR Gross	CashDiscount	CDPer.
	1900000075	KR 31	22.02.2019	22.02.2019	735,000.00-		
	100000156	AB 27	21.02.2019	21.02.2019	125,000.00		
	100000155	AB 34	21.02.2019	21.02.2019	8,050.00-		
	1900000067	KR 31	20.02.2019	20.02.2019	112,700.00-		
	1900000066	KR 31	20.02.2019	20.02.2019	2,205,000.00-		
	5100000024	RE 31	20.02.2019	19.02.2019	1,740,000.00-		
	5100000021	RE 31	18.02.2019	18.02.2019	3,444,600.00-		
	1900000054	KR 31	17.02.2019	17.02.2019	39,200.00-		
	1900000053	KR 31	17.02.2019	17.02.2019	33,320.00-		

Processing Status

Number of Items	32	Amount Entered	0.00
Display from Item	1	Assigned	1,740,000.00-
Reason Code		Difference Postings	1,740,000.00
Display in clearing currency		Not Assigned	0.00

Clear Vendor Display Overview

Display Currency Taxes Reset

Document Date: 23.02.2019 Type: AB Company Code: 1000
 Posting Date: 23.02.2019 Period: 11 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 23.02.2019
 Reference: Cross-CC Number: Doc.Header Text: Trading part.BA:

Items in document currency

FK	BusA	Acct	INR	Amount	Tax amnt
001	34	0000100005 KPM Pvt Ltd	1,740,000.00-		
002	27	0000100005 KPM Pvt Ltd	1,740,000.00		

D 1,740,000.00 C 1,740,000.00 0.00 * 2 Line Items

Document 100000164 was posted in company code 1000

Manual End