



Project – SUGAM End User Manual Administrative & Other Expenditure



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



**Project – SUGAM
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1.1. GL to GL / Bank to Bank Transfer

SAP T-code	FB50
Process	Enter FB50 in Transaction box and click Enter or Tick symbol

SAP T-code	FB50
Process	Document Header Data Information - Document Date: Input the Invoice date in the Document date field - Posting Date: Input the transaction date in the Posting date field - Currency - - Reference: (invoice) number



Project – SUGAM End User Manual Administrative & Other Expenditure



SAP T-code	FB50
Process	Document Line Item Data - GL Account: Give respective GL Accounts - Debit/Credit: Select Debit/Credit option from drop down list - Text Field: E.g.: Expense Invoice - Cost Centre - Profit Centre: Profit Centre will get automatically updated

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date 05.02.2019 Currency INR
Posting Date 05.02.2019
Reference GL TO GL TRANSFE
Doc.Header Text
Cross-CC Number
Company Code 1000 BSPTCL Patna

Amount Information

Total Dr. 1,000.00 INR
Total Cr. 1,000.00 INR

2 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	L...	Co...	Tradi...	Bu...	Pa...	Cost center
✓	750100	Salaries	Debit	1,000.00		✓	1000				1610001
✓	217050	Payable Against Sala	Cred...	1,000.00		✓	1000				

SAP T-code	FB50
Process	Simulate

Enter G/L Account Document: Company Code 1000

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

SAP T-code	FB50
Process	Save Document Posted - ✓ Document 100000094 was posted in company code 1000



Project – SUGAM End User Manual Administrative & Other Expenditure



Document Overview

Reset Taxes Park **Complete** Choose Save

Doc.Type : SA (G/L Account Document) Normal document

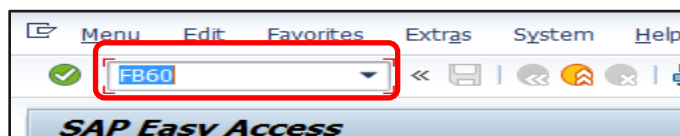
Doc. Number Company Code 1000 Fiscal Year 2018
 Doc. Date 05.02.2019 Posting Date 05.02.2019 Period 11
 Calculate Tax ☐
 Ref.Doc. GL TO GL TRANSFE
 Doc. Currency INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	40	750100	Salaries			1,000.00
2	50	217050	Payable Against Sala			1,000.00

1.2. Same Procedure for Bank to Bank Transfer

1.3. 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	<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 expense G/L - Enter amount – Enter Tax Code - Enter cost centre



Project – SUGAM End User Manual Administrative & Other Expenditure



Enter Vendor 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

Vendor 100001 Sp.G/LI
Invoice date 05.02.2019 Reference Vendor Invoice
Posting Date 05.02.2019
Cross-CC Number
Amount 1000 INR
Tax Amount
Bus.Place/Sectn BH01 / BH01
Text Vendor Invoice

0 items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	L...	Co...	Tradi...	Bu...	Pa...	Cost center
	760111		Debit	1000		1000				1610001
			Debit			1000				
			Debit			1000				
			Debit			1000				
			Debit			1000				

SAP T-code	FB60
Process	Click on Simulate - Enter

Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : KR (Vendor Invoice) Normal document

Doc. Number Company Code 1000 Fiscal Year 2018

Doc. Date 05.02.2019 Posting Date 05.02.2019 Period 11

Calculate Tax ☐

Ref.Doc. VENDOR INVOICE

Doc. Currency INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	100001	Mahveer Electrical P			1,000.00-
2	40	760111	Conveyance & Travel		V2	1,000.00

✓ Document 1900000024 was posted in company code 1000



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1.4. Reversal of Entries FB08

SAP T-code	FB08
Process	Input FB08

Document Edit Goto System Help

FB08

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal

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

Document 1800000074 was posted in company code 1000

Manual End