## **User Manual** Accounts Payable

## **ElectroSteel Steels Limited**

Prepared By: Khagesh Gupta 14 March 2020



**User Manual** 

## Table of Contents

1. Accounts Payable	3
1.1. Post Down payment request	3
1.2. Post down payment to vendor	4
1.3. Park Vendor FI Invoice in Parked mode with TDS deduction	5
1.4. Release Park Document	9
1.5. Post Expenses in foreign currency without Purchase Order	10
1.6. Vendor Credit Memo	13
1.7. Payment to supplier in foreign currency.	14
1.8. Automatic Payment Program	15
1.9. Vendor Clearing	23
1.10. Bills of Exchange	26
1.10.1. BOE payment for vendor	26
1.10.2. Outgoing Payment for BOE	31
1.11. Display Line Item	33

# 1. Accounts Payable

### 1.1. Post Down payment request

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment→Request
Transaction code	F-47

Down Payment Request: Header Data									
New Item									
Document Date Posting Date	25022020 25022020	Type Period	KA 1	Company Code Currency/Rate	1000 INR				
Document Number	[			Translation dte					
Reference Doc.Header Text									
Trading Part.BA				Tax Reporting D					
Vendor			Put Spl Gl	Indicator					
Account	400028								
Trg.Sp.G/L Ind.	В								

#### **Compulsory field:**

Document date: Posting Date: Document Type: KA Company Code: Reference:

Vendor Code: Special GL indicator: A-Oprn. Advance with ref to PO, B-Oprn. Advance without PO/SO

Down Pag	yment Req	uest Ad	d Vendor itel	m				
🔉 💫 🕞 🕻	] 🚽 More data	a New I	tem 🚺 Withholdir	ng Tax				
Vendor	400028	ORIENT RE	FRACTORIES LTD		G/L Acc	582000	000	
Company Code	1000	SP-148 Riic	o Industrial Area					
Electrosteel Stee	els Ltd.	Rajasthan						
Item 1 / Down	payment reque	st / 39 F			Put a	dvance a	mount	
Amount	20000		INR					
	🗌 Calcu	late Tax	Bus./Sectn		Coll Inve		Enter B	Susiness Place
Due on	23.12.2020							Section
Pmnt block			Payt Method			. 1 1		
Disc.perc.			CD Amount		P	ut due da	ite	
Order			Network		1			
Asset			Cost Center		Real E	state		
Purch.Doc.	$\square$					Ente	er Profit (	Center
Contract		/	Profit Ctr	106000	Q Flov	.,	,     ,     ,	
Put	Purchase orde	er for	WBS Element					
	indicator A							
Assignment	assignment		Sales Doc.					
Text	text					🌽 Long	Texts	



Document 1700000069 was posted in company code 1000

## 1.2. Post down payment to vendor

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Payments
Transaction code	F110

Automatic Payment program will be used to post down payment to vendor. For Automatic Payment program follow section 1.8 .

# 1.3. Park Vendor FI Invoice in Parked mode with TDS deduction

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Payable→ Document-> Parked Documents→Change single screen transaction (Park or Edit Invoice)
Transaction code	FV60

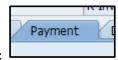
#### Put the following header details:

Park Vendor Invoice: Company Code 1000										
晶 Tree On 📓 Company Code 🗱 Simulate 🔚 Save as Completed 🖉 Editing Options										
Transactn	R Invoice	Bal.	0.00	_	Vendor					
Basic data	Payment Details	Tax Withholding tax	Notes	4	Address					
Invoice date	25.02.2020	Reference 21345		1	Ms. ORIENT REFRACTORIES LTD					
Posting Date	25.02.2020				SP-148 Riico Industrial Area					
		Doc. Currency			301019 Rajasthan-Alwar					
Amount	1,000.00	IN	R	-	_					
		✓ Calculate Tax	_		🔟 01493-221741 📔					
		V1 V1 (Input Tax-FI@1	💌							
Bus.Place/Sectn	JH01 / JH01	-	-		Bank account 00030330018332					
Text					Bank Key HDFC0000003					
Paymt terms	Due immediately			÷	HDFC BANK, K G MARG					
< >	444		••							

Fill up the line items details as follows:

	r Invoice: Com	_					
ᡖ Tree On 🗐 🗐	Company Code 🚟	Simulate 🛛 🔚 Sa	ave as Compl	eted 🖉 Ed	liting	Options	
Transactn	R Invoice	•	Bal.	0.00		00	
Basic data	Payment Details	Tax With	holding tax	Notes		/endor	
						Address	
Invoice date	25.02.2020	Reference	21345			Ms. ORIENT REFRACTORIES LTD	
Posting Date	25.02.2020			•		SP-148 Riico Industrial Area	
		Doc. Curr	ency			301019 Rajasthan-Alwar	
Amount	1,000.00		IN	R			
	1	Calculate	Тах			01493-221741	2
Put Am	ount	V1 V1 (Inpu	ut Tax-FI@1				
I ut All	iouiit	L			E	Bank account 00030330018332	
Text					E	Bank Key HDFC0000003	
Paymt terms	Due immediately					HDFC BANK, K G MARG	
				▼ 			OIs
							_
1 Items (	Put expense G/L			Put Am	loun	t Put Cost Cente	er
S G/L acct	oft Text D/C	Amount in do			Cost	center Order Fi Sales	ord
85100500	TRANSIT H S De			1,000.001			
		I		-,			
1 Items ( No ent	try variant selected (	)					
S G/L acct	Short Text D/C	Amount in	doc.curr.			A HSN/SAC Put H	ISN c
85100500	TRANSIT H., S De			1,000	.00		

Put Invoice amount. This amount should match with total amount of all line items amount(Expenses Amount)

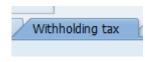


CLICK ON PAYMENT TAB:

#### Fill in the following details:

Base line date: Payment Terms

Park Ver	ndor Invo	ice: Co	mpany C	ode 10	000		
晶 Tree On	S Company	Code 🖹	🛱 Simulate	🔚 Save a	as Comple	eted 🖌	🔊 Ed
Transactn		R Invoice		-	Bal.	0.00	
Basic data	a Payment	Detail	s Tax	Withhold	ling tax	Notes	5
					_		
BaselineDt	25.02.2020		Pyt Terms	0001	Day	'S	÷
Due on	25.02.2020				Day	'S	
CD		INF	R		Day	s net	
CD Base		INF	To be c	alcultd	Fixed		
Payt Meth.			Pmnt block	c	Free for	r payme	. #
PmntCurrcy							
Pmnt/c amt							
Inv. Ref.							
Part. bank			House ban	k		′	1
4 F						• •	



Click on Withholding tax tab

#### Select the applicable TDS from drop down menu

Fill up the following details

TDS Code

Park Vendor Invoice: Company Code 1000									
晶 Tree On 🛛 🗐 C	Compan	y Code 🛛 🖺	Simulate	📙 Save	as Compl	eted /			
Transactn		R Invoice		•	Bal.	0.00			
Basic data P	aymen	t Details	Тах	Withhok	ling tax	Note	S		
Name of WTax	WT	W/Tax Base	FC	WTax Amt	in FC	W/Tax			
Name of WTax INV-194A 10% In		W/Tax Base	FC	WTax Amt	in FC	W/Tax			
		W/Tax Base	FC	WTax Amt	in FC				
INV-194A 10% In		W/Tax Base	e FC	WTax Amt	in FC	0.00			

Put TDS base amount if you want to modify the base amount on which tax amount is being calculated.

If you do not want system to calculate the TDS automatically then manually put TDS base amount and amount.



Γ

Document (	Click to Park Document							
🕄 🖙 Reset 🛛 🖥	Taxes 🛛 📙 Con	nplete 🛛 🖗 🚆 🕻	🔁 📴 Choose	🕒 Save	2	7 🕒 🌶	ABC	i
Doc Tune · KR	/ Vendor Invoi	ce ) Normal documen	nt.					
Doc. Number	( vendor mvor	,	1000	Fiscal	Year	2019		
Doc. Date Calculate Tax		Posting Date	25.02.2020	Period		11		
Ref.Doc.	21345							
Doc. Currency	INR							

I	tm	PK	Account	Account Short Text	Assignment	Тx	Amount
	1	21	400000	ODIENT DEEDACTODIEC		171	015 00
	_	_	400028	ORIENT REFRACTORIES		V1	915.00-
	2	40	85100500	TRANSIT HOUSE EXPENS		V1	847.46
	3	40	58100010	INTERIM - CGST		V1	76.27
	4	40	58100020	INTERIM - SGST		V1	76.27
	5	50	36200030	TDS ON INTEREST			85.00-

Ø [I	🗾 « 🔚   🗞 🚷   🗐	Click Complete to park
Document O	verview	document
🥞 🖙 Reset 🚺	Taxes 📙 Complete 🛛 🖗 🚆 冒	

Select Complete to park or save to post the document.

Document 1900000195 1000 was parked

Once document has been parked, sender cannot edit or delete it.

### 1.4. Release Park Document

SAP R/3 menu	Sap →SAP Business Workflow
Transaction code	SBWP

New message 🛛 🛗 Find folder	🛗 Find document 🛛 🛅 Appointment	calendar 🛛 🔯 Distribution lists		
Workplace: PWC_FI2		Ð 🖗 🖗 🎯 🗊 📃 🗾		<u>=</u> <b>F</b> . M
<ul> <li>Inbox</li> <li>Unread Documents 0</li> </ul>		Inbox		
• 📃 Documents 0		Class Title	Date recei. Author	Atta Stat
Workflow 7		Release amount 1900000195	25.02.2020	
<ul> <li>D Overdue entries 0</li> </ul>		Release amount 1900000157	19.02.2020	Ŷ
<ul> <li>Deadline Messages 0</li> </ul>		Release amount 1900000154	19.02.2020	Ø
Entries with Errors 0		Release amount 1600000025	19.02.2020	Ø
• 💝 Outbox		Release amount 1600000024	19.02.2020	Ø
Resubmission		Release amount 0100000101	14.02.2020	Ø
<ul> <li>Contract of the second s</li></ul>		Release amount 1900000111	12.02.2020	Ø
Shared rolders     Subscribed Folders     Trash     Trash     Shared trash				

CLICK ON Message then click Release or Reject.

Release Parked Vendo	or Invoice 1900000195 10	000 2019
🖧 Tree On 🖉 Editing Options 🏼 🌾	Release 🏾 🏏 Reject	
Transactn R Invoice Basic data Payment Details	Bal. 0.00 Workflow Tax W. ()	Vendor Address
Vendor         400028           Invoice date         25.02.2020           Posting Date         25.02.2020           Amount         1,000.00           Bus.Place/Sectn         JH01 / JH01           Image: Sectn         JH01 / JH01	Sp.G/LI Reference 21345 DocumentNo 1900000195 Doc. Currency INR Calculate Tax V1 V1 (Input Tax-FI@1 •	
1 Items ( No entry variant selected )		
S G/L acct Short Text D/C	Amount in doc.curr.	Loc.curr.amount T., T
85100500 TRANSIT H S De		· · ·
S De 🔻		
S De 🔻		
S De 🔻		
S De 🔻	0.00	

Once document has been parked, recipient cannot edit it. They can either accept or reject it.

## 1.5. Post Expenses in foreign currency without Purchase Order

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Document Entry $\rightarrow$ Invoice
Transaction code	FV60

Park Vendo	r Invoice: Co	mpany Code .	1000		
🛃 Tree On 🛯 🧕	Company Code 🛛 🖪	🗱 Simulate 🛛 📙 Sav	e as Completed	/ Editin	
Transactn	R Invoice		Bal. 0.00		
Basic data	Payment Detail	s Tax Withh	olding tax 🏢 🕙 l		
Vendor	600002	Sp.G/LI		Put foreign currer	ıcy
Invoice date	25.02.2020	Reference	34356		
Posting Date	25.02.2020				
		Doc. Curre	ncy	#	
Amount	85,000.00		USD		
		✓ Calculate T	ах		
		V0 V0 (Input	t Tax: 0 %) 🔻		
Bus.Place/Sectn	JH01 / JH01				
Text					
4 1		444	•	<b>P</b>	

#### If you want change rate defaulted by the system then

#### Select Local Currency Tab:

Park Vendor Invoice: Company	Code 1000		
📲 Tree On 🔋 Company Code 🛛 🐯 Simulate	🔚 Save as Completed 🛛 🖉	Editing Options	
Transactn R Invoice	▼ Bal. 0.00		
Basic data Payment Details Tax	Withholding tax 📗 🖳 🕨	C] Vendor	
		Basic data	
G/L 33100110	IMPORT VENDOR	Payment R	
Assign. assignment		Details	
HeaderText text		Tax	
	Tr.part.BA	Withholding tax	
Contract /	Flow Type	Notes	
RefKey 3		Local Currency	
	Collect.Inv.	Bank data: not available	
			iii OIs
Pref.amnt			
< >	•	F	

dit
Put Exchange Rate

#### GO TO DETAILS TAB IF NECESSARY AND PUT THE FOLLOWING:

Park Ver	ndor Invoice: Cor	npany	<i>Code 1000</i>			
ᡖ Tree On	🗐 Company Code 🛛 🚏	Simulate	🔚 Save as Com	pleted	Ø	Ed
Transactn	R Invoice		▼ Bal.	0.0	0	
Basic data	a Payment Details	Tax	Withholding tax	( )) 🗉	Þ	C,
<i>ch</i>	00100110					
G/L Accian	33100110		IMPORT VENDOR			
Assign. HeaderText	assignment					
			Tr.part.BA			
Contract	/		Flow Type			
RefKey 3						
			Collect.Inv.			
	[					
Pref.amnt						
< >	33	1			4	۲

	1 It	tems ( No enti	ry variant sele	cted )							
₽	s	G/L acct	Short Text	D/C	Amount in doc.curr.	Co	Tradi	Bu	Pa	Cost center	Ord
		85100500	TRANSIT H	S De 🔻	85,000.00	1000				10120201	
		n in the second s									



🞇 Simulate

00	С	iment Ov	erview/							
9	ച	Reset 🚺 1	Faxes 📙	Complet	te 🔽	÷ 7	🖆 🖆 Choos	е	🕒 Save	2 🛛
Doc	.Т	npe:KR (	Vendor In	voice	) Norma	l docum	ent			
Doc	. 1	lumber			Compan	y Code	1000		Fiscal	Year
Doc	. I	Date 2	5.02.2020	)	Postin	g Date	25.02.20	20	Period	
Cal	cul	late Tax 🛛	/			-				
		oc. 3								
Doc	. 0	Currency U	ISD							
Itm	PK	Account	Account	Short	Text	Assignm	ent	Tx		Amoun
						Assignm	ent			
1	31	Account 600002 85100500	Account			Assignm	ent	Tx V0 V0		Amoun ,000.00



Document 1900000196 1000 was parked

## 1.6. Vendor Credit Memo

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice
Transaction code	FB65

🔓 Tree On 🛛 🖉	Company Code 🛛 🐯 Sim	ulate 🛛 🔚 Save as Co	mplete	d 🛛 🖉 Edit	ing Optior	15		
ansactn	G Credit memo	<b>▼</b> B	al. 0	.00				
Basic data	Payment Details	Tax Withholding	tax	Notes	Vendor			
					Addres	55		
/endor	400026	Sp.G/LI		<b>^</b>	Ms. EN	GINEERING	ENTERPRIS	E
Document date	21.02.2020	Reference			6/7 Ra	amkrishna Ma	andir Path	
osting Date	21.02.2020				71110	1 HOWRAH		
		Doc. Currency		33				
Amount	1,000.00		INR	1	0 96	74580923		B
		✓ Calculate Tax						
			-		Bank ac	count 11	9602000508	380
us.Place/Sectn	JH01 / JH01				Bank Ke		RL0001196	
Text				-		AL BANK, HO		
				-	TEDEIV	LE DANK, TH	_	ii OIs
•	200 200			< >			E	
S G/L acct 85100520	Short Text D/C CSR EXPENSH Cr ▼	Amount in doc.curr.	1,	Bu ,000.00		Cost center 10120201	HSN/SAC 72091630	
Document ( Reset i		🖓 🛓 🖥 🕼 🕼	oose	- Save	<b>Z</b> 7 G	2 🛛 🗆	ABC i	]
Doc.Type : KG Doc. Number Doc. Date Calculate Tax Doc. Currency	21.02.2020 Post	Normal document Dany Code 1000 ting Date 21.02.	.2020	Fiscal Ye Period		2019 11		
tm PK Account	Account Short Text	Assignment	Tx		Amount			
III FR ACCOUNT	ENGINEERING ENTERPH	21	2F	1	000.00			
		· -						
1 21 400026 2 50 85100520			2F	1	970.87-			

CLICK ON :

Document 1800000108 1000 was parked

## 1.7. Payment to supplier in foreign currency.

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Periodic Processing $\rightarrow$ Payments
Transaction code	F110

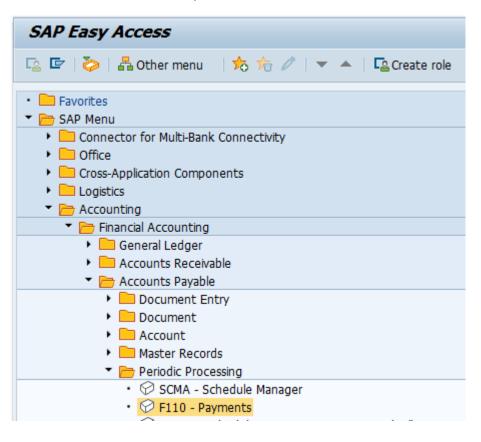
Automatic Payment program will be used to post Payment in foreign currency. For Automatic Payment program follow section 1.8 .

## **1.8.** Automatic Payment Program

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Periodic Processing $\rightarrow$ Payments
Transaction code	F110

Note: Pre-requisites for Running APP

- VENDOR MASTER update with Payment Method
- Line Item is Due for Payment



Every Payment Program run is identified by two fields

- Run date 1.
- 2. Identification

Automatic Pa	yment Transactions: Status
3 Status	
Run Date	25.02.2020
Identification	

In the Parameters Tab, We have to define the following

- When will the payments be made Posting Date 1.
- 2.
- What is to be paid Docs. Entered Up to Which company codes will be considered Company Codes 3.
- What payment methods will be used Payment Methods 4.
- 5. Next Payment Date: If an item is already overdue on the date of the next payment run, or would lose cash discount, the system pays the item in this payment run.
- 6. Vendor Account

Automatic Pay	ment Transactions: Parameters
🔲 🗟 B.ex./pmt ree	quest
Run Date dentification	25.02.2020 AA01
Status Paramet	Free selection Additional Log Printout/data medium
Posting Date	25.02.2020     Docs Entered up to     25.02.2020       Customer Items Due By     Customer Items Due By
Payments control	
Company Code 1000 3	Pmt Meths Next PstDate T 4 27.02.2020 T
Accounts	
Vendor	3000 6 0 800001 2
Customer	
Foreign currencies	
E/R Type for Translat	

In the Free Selection Tab , We Can select document Number

Automatic	c Payment Transactions: Free Selection
•	
Run Date dentification	25.02.2020 AA01
Status	Parameter / Free selection / Additional Log / Printout/data medium
Selection criter	ia
Field Name	Exclude values
Values	
Field Name	Exclude values
Values	
Field Name	Exclude values
Values	
Field Name	Exclude values
Values	

Г

System displays log of processing based on this screen. Normally, we tick "Due Date Check", Payment Method selection if not successful" and "Line items of the payment documents".

Account Required – You can scope vendor/customer that need system to display log.

Automatic Payment Transactions: Additional Log
B
Run Date   25.02.2020     Identification   AA01
Status Parameter Free selection Additional Log Printout/data medium
Required logging type
✓ Due Date Check
Payment Method Selection in All Cases
Pmnt Method Selection If Not Successful
Line Items of the Payment Documents
Accounts required
Vendors (from/to) Customers (from/to)

#### Save the Parameters Entered

Ē₽ E	SD(1)/200 Exit	editing				×
0	Save data?					
	Yes		No	×	Cancel	

Automatic Payment Transact	tions: Status
Automatic Payment Hansact	ions. Status
🔁 Status 🛛 🎬 Proposal 🛛 🖉 Payment run	
Run Date 25.02.2020	
Identification AA01	
Status Parameter Free selection	Additional Log Printout/data medium
Status	
Parameters have been entered	

After the Parameters are Entered we execute the Program by pressing the proposal button in Application Toolbar



In the next dialog box , Check the "Start Immediately" and press Continue

Г

☞ ESD(1)/200 Schedule Proposal				
Start date	25.02.2020	Start Immediately	٦	
Target computer				

Automatic Payment Transactions: Status	
De Status	
Run Date     25.02.2020       Identification     AA01       Status     Parameter     Free selection     Additional Log     Printout/date	ta medium
Status <ul> <li>Parameters have been entered</li> <li>A Proposal is running</li> </ul>	

Click on

🔁 Status

to se updated status.

A payment proposal is generated based on the parameters.

Automa	atic Payment	Transaction	s: Status			
🔁 Status	Payment run	🖉 Edit Proposal	တိတ် Display Propo	isal 💶 Dis	play Proposa	l Log
Run Date Identificatio Status	n AAO.		Additional Log		a medium	]
_	eters have been ent ent proposal has bee					

We can view the Proposal Log for possible errors by Pressing the Proposal Log Button. Correct the error if any delete the proposal and rerun the proposal.

#### Job Log Entries for F110-20200225-AA01 -X / 12302800

🤣 | 🗟 Long text 🕆 Previous Page 🛛 🖡 ы

Job log overview for job: F110-20200225-AA01 -X / 12302800

Date	Time	Message text	Message class	Message no.	Message type
25 02 2020	12.30.28	Job F110-20200225-AA01 -X 12302800 started	00	516	5
		Step 001 started (program SAPF110S, variant &000000000138, user ID PWC FI2)		550	S
		Log for proposal run for payment on 25.02.2020, identification AA01	FZ	402	S
25.02.2020			FZ	693	S
		> Additional log for vendor 200000 company code 1000	FZ	691	S
25.02.2020			FZ	693	S
25.02.2020	12:30:28	> Payment method selection additional log	FZ	699	S
25.02.2020	12:30:28	> Payment method selection for items due now to the amount of INR 9,950.00-	FZ	601	S
25.02.2020	12:30:28	> None of the pmnt meths "T" has been entered in mast.rec.or in doc.	FZ	605	S
25.02.2020	12:30:28	>	FZ	693	S
25.02.2020	12:30:28	> Additional log for vendor 200004 company code 1000	FZ	691	S
25.02.2020	12:30:28	>	FZ	693	S
25.02.2020	12:30:28	> Payment method selection additional log	FZ	699	S
25.02.2020	12:30:28	> Payment method selection for items due now to the amount of INR 50,000.00-	FZ	601	S
25.02.2020	12:30:28	> None of the pmnt meths "T" has been entered in mast.rec.or in doc.	FZ	605	S
25.02.2020	12:30:28	End of log	FZ	398	S
25.02.2020	12:30:28	Job finished	00	517	S

We can edit the proposal to block the some payments if we want, Press the Edit Proposal Button

In the next screen, the Proposal List of Vendors is generated who are to receive the Payments

After edit the Proposal , and then run the payment run to release the payments. We can schedule the payment run by coming back to main screen pressing the Payment Run button

In the next Dialog box, Check "Start Immediately" to start the payment run instantly and Press continue

We can check the status of the Payment run on the Status Tab

Goto Edit-Payment-Display Log to get the Details of the Payment Each line Item and Vendor Wise.

Image: Set in the set in												
Payment List         Image: State in the intervence of the state	문 List Edit Goto Settings System Help											
Electrostel Steels Ltd.       Payment settlement list for payment run 07.03.2020/ASB01       12.03.2020 / 20:15:43         Bokaro       Users: FI_SUPPORT         Company Code: 1000       Page: 1         Make Code DocumentNo Type Document Date Bline Date FayT FK       Foreign Crcy Gross Amount       Tot.Deductions in FC       Amount Faid (FC) Crcy         Wendor 0000300000       Ms. Sci.Test ESI_TEST       Bank Testis       Not Realis         Vendor 0000300000       Nst. Sci.Test ESI_TEST       Bankalcage       Sti.Deductions in FC       Not Rodalis         Suizi 22 ANARMAND       Sci.Test ESI_TEST       ESI, ESI       Sci.Tic RAWK LIMITED BANGALORE - M G ROAD, BANGALORE BANGALORE BANGALORE         Suizi 22 ANARMAND       Sci.Test ESI_TEST       Sci.Tic RAWK LIMITED BANGALORE - M G ROAD, BANGALORE BANG	🖉 🔍 👻 🧧	✓										
Electroateel Steels Ltd.       Payment settlement list for payment run 07.03.2020/ASH01       12.03.2020 / 20:15:43         Users:       FI,SUPPORT         Company Code: 1000       Page: 1         Mexamentic Street Stress       Recount TI F Name (in Language of Country) Account holder       Recount Tot.Deductions in FC       Recount Faid (FC) Crey         Wendor 00003000000 <sup>-</sup> Mr. ESI-FEST       Bank Details       Increased Street Stress         Vendor 0000300000 <sup>-</sup> Mr. ESI-FEST       Increased Street Stress       Stress         09 900000000 LT01) ICI27 T Bank Transfer       ESL ESL       Stress       45,000.00-         1000 190000000 LR 07.03.2020 07.03.2020 07.03.2020 001.31       45,000.00-       0.00       45,000.00-         * 50000000       Stress reas       Users:       71,50784       Increased Stress         Disparse Code: 1000       Totals per business areas       Users:       71,50784         Electroateel Steels Ltd.       Payment settlement un 07.03.2020/ASH01       12.03.2020 / 20:15:43       Users:       F1,507907         Company Code: 1000       Totals per business areas       Users:       F1,507907       Page:       2         Subak Payment Method       Crey       Amount Faid (FC)       Tot.Deductions in FC LCurr Amount Faid in Local Currency       Page:       2         N	Payment List											
Bokaro Company Code: 1000 BusA CoCC DocumentNo Type Document Date Bline Date Payr FK Foreign Crcy Gross Amount Tot.Deductions in FC Met Amount in FC Crcy Err BusA CoCC DocumentNo Type Document Date Bline Date Payr FK Foreign Crcy Gross Amount Tot.Deductions in FC Met Amount in FC Crcy Err Wh. FSL Text FSL TEST PO Box 828122 JHARHBAND D 900000002 ICI01 ICI27 T Bank Transfer ESL ESL 1000 1500000001 ER 07.03.2020 0001 31 45,000.00- 45,000.00- 0.00 45,000.00- INR * 50000000 45,000.00- 12.03.2020 / 20:15:43 Users: FL SUPFORT Foreign Crcy Amount Faid (FC) Tot.Deductions in FC Lour Amount Paid in Local Currency T INR 45,000.00- 0.00 INR 45,000.00- 100 INR 45,000.00-	∑   🔄 😨   ☷   🚺   K ∢ →	M										
Bush       Codd DocumentNo Type Document Date Bline Date Payr FK       Foreign Crcy Gross Amount       Tot.Deductions in FC       Net Amount in FC Crcy Err         Wr. ESL Test ESL_TEST P0 Box 20122 220122 OHARHAND       Bank Details ICICI BANK LIMITED BANGALORE - M G ROAD, BANGALORE BBNGALORE SWIFT Code: ICIC000002 ASCOUNT Number: ASDAD         D 900000002 ICIDI ICI27 T Bank Transfer 1000 190000001 KR 07.03.2020 07.03.2020 0001 31       45,000.00- 0.00       0.00       45,000.00- 1NR         A 90000000 A 5,000.00-       45,000.00- 0.00       0.00       45,000.00- 1NR       0.00       45,000.00- 1NR         B 90000000 A 5,000.00-       Totals per business areas Defair       12.03.2020 / 20:15:43 Users: FI_SUPPORT Page: 2       Defair         E busk Payment Method       Crcy       Amount Paid (FC)       Tot.Deductions in FC       LOur       Amount Paid in Local Currency A 5,000.00- 0.00       45,000.00- 0.00         I INR       45,000.00- 0.00       0.00       INR       45,000.00- 0.00       45,000.00- 0.00	Bokaro Users: FI_SUPPORT											
Vendor 000030000         Fank Details           ICIC: EANK LIMITED BANGALORE         EANGALORE           BON000002 ICI01         ICI27         T Bank Transfer         ESL ESL           S00000002 ICI01         ICI27         T Bank Transfer         ESL ESL           S000000002 ICI01         ICI27         T Bank Transfer         ESL ESL           S000000002 ICI01         ICI27         T Bank Transfer         ESL ESL           S00000000         45,000.00-         INR           I S0000000         45,000.00-         INR           I S0000000         45,000.00-         INR           Electrosteel Steels Ltd.         Payment settlement list for payment run 07.03.2020/ASB01         12.03.2020 / 20:15:43           Bokaro         Totals per business areas         Users: FI_SUPPORT           Company Code: 1000         Totals per business areas         Users: FI_SUPPORT           T         INR         45,000.00-         0.00           I T         INR         45,0						Amount Paid (FC) Crcy						
Mr. ESI Test ESI_TEST       ICICI BANK LIMITED BANGALORE - M 6 ROAD, BANGALORE         PO Dox 028122       USARKNAND         CEST 20122 JEARKNAND       SUBJECT         D S00000002 ICI01 ICI27 T Bank Transfer       ESI ESI         1000 190000001 KR 07.03.2020 07.03.2020 001 31       45,000.00-         45,000.00-       0.00         45,000.00-       NR         * 9000000       45,000.00-         1000 190000001 KR 07.03.2020 07.03.2020 001 31       45,000.00-         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       NR         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       0.00         45,000.00-       0.00         1000       Second Correct         1000       10R         45,000.00-       0.00         1000       10R         1000       10R         1000       10R         1000       10R         1000       10R         1000       10R         1000       10R <t< td=""><td>BusA CoCd DocumentNo Type I</td><td>ocument Date Bline Date PayT PK</td><td>Foreign Crcy Gross Amount</td><td></td><td>Tot.Deductions in FC</td><td>Net Amount in FC Crcy Err</td><td></td></t<>	BusA CoCd DocumentNo Type I	ocument Date Bline Date PayT PK	Foreign Crcy Gross Amount		Tot.Deductions in FC	Net Amount in FC Crcy Err						
1000 190000001 KR         07.03.2020         07.03.2020         07.03.2020         00.00         45,000.00-         0.00         45,000.00-         INR           * 90000000         45,000.00-         0.00         45,000.00-         INR         45,000.00-         INR           Electrosteel Steels Ltd.         Fayment settlement list for payment run 07.03.2020/ASH01         12.03.2020 / 20:15:43         Users:         FI_SUPPORT           Bokaro         Totals per business areas         Users:         FI_SUPPORT         Fage:         2           Max         Payment Method         Croy         Amount Paid (FC)         Tot.Deductions in FL         LCurr         Amount Paid in Local Currency           I         T         INR         45,000.00-         0.00         INR         45,000.00-           I         INR         45,000.00-         0.00         INR         45,000.00-         INR	Mr. ESL Test ESL_TEST PO Box 828122				ICICI BANK LIMITED BANG BANGALORE SWIFT Code: ICIC000							
* 9000000         45,000.00-         0.00         45,000.00-         INR           Electrosteel Steels Ltd.         Payment settlement list for payment run 07.03.2020/ASB01         12.03.2020 / 20:15:43         Usera: FI_SUPPORT           Company Code: 1000         Totals per business areas         Usera: FI_SUPPORT         Page: 2           Image:					0.00							
45,000.00-         0.00         45,000.00-         INR           Electrosteel Steels Ltd.         Payment settlement list for payment run 07.03.2020/ASH01         12.03.2020 / 20:15:43         Users: EI_SUPPORT           Company Code: 1000         Totals per business areas         Users: EI_SUPPORT         Page: 2           BusA Payment Method         Croy         Amount Paid (FC)         Tot.Deductions in FC         Curr         Amount Paid in Local Currency           I         INR         45,000.00-         0.00         INR         45,000.00-           *         INR         45,000.00-         0.00         INR         45,000.00-	1000 190000001 KK (	7.03.2020 07.03.2020 0001 31	45,000.00-		0.00	45,000.00- INK						
Bokaro Company Code: 1000         Totals per business areas         Users: Eage: 2         FI_SUPPORT Page: 2           Bush Payment Method         Croy         Amount Paid (FC)         Tot.Deductions in FL         LCurr         Amount Paid in Local Currency           T         INR         45,000.00-         0.00         INR         45,000.00-           **         INR         45,000.00-         0.00         INR         45,000.00-	* 9000000		45,000.00-		0.00	45,000.00- INR						
T       INR       45,000.00-       0.00       INR       45,000.00-         *       INR       45,000.00-       0.00       INR       45,000.00-         **       INR       45,000.00-       0.00       INR       45,000.00-	Bokaro Totals per business areas Users: FI_SUPFORT											
image: state	BusA Payment Method Crcy	Amount Paid (FC)	Tot.Deductions in FC	LCurr	Amount Paid in Local Currency							
**         INR         45,000.00         INR         45,000.00	T INR	45,000.00-	0.00	INR	45,000.00-							
	* INR	45,000.00-	0.00	INR	45,000.00-							
	** INR	45,000.00-	0.00	INR	45,000.00-							
	L						<u> </u>					
						ESQ (1) 100   eslqs4n2ac						

We can see the Full Payment List on this Screen.

## 1.9. Vendor Clearing

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Account $\rightarrow$ Clear
Transaction code	F-44

Clear Vend	or: Header	Data		
Process Open It	ems		Put Vendor Account	
Account Company Code	600002 1000	Clearing Date Currency	25.02.2020 Period	11
Open Item Select Special G/L Ind	ion ABCD12		Put Spl Gl Indicator	
Additional Selection	nber r			

You can restrict selection with additional selection criteria

Process Open Items

**CLICK ON :** 

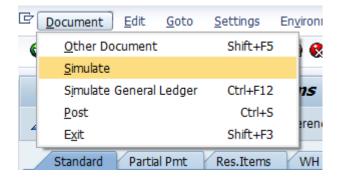
Select the line items to be cleared. Sum total of all line items selected should be zero.

For deselect any item double click on amount, it will become in black color.

Clear Vendor Enter partial payments										
🧟 📝 Distribute Difference Charge Off Difference 🖉 Editing Options										
Standard Partial Pmt	Res.Items	WH Tax								
Account items 600002 FO	REIGN VENDOR									
Assignment Document D	P Posting Date	Document	Net Amount	Payment Amount	RCd	<b>•••</b>				
40000001 UE	31 01.03.2020	05.12.2019	2,187,289.50-	-						
400000272 UE	31 01.02.2020	30.01.2020	2,158,750.00-	-						
400001198 UE	31 01.02.2020	04.12.2019	20,800.00-	-						
400001303 UE	31 01.02.2020	28.10.2019	1,462,780.00-	-						
400001386 UE	31 01.02.2020	28.11.2019	1,720,000.00-	-						
400001445 UE	31 01.02.2020	05.12.2019	2,187,289.50-	2,187,289.50-						
400001447 UE	21 01.02.2020	25.09.2019	4,227,649.00	2,187,289.50						
	31 01.02.2020		3,804,884.00-	-		A				
	31 01.02.2020	09.12.2019	1,930,000.00-	-		*				
▲ ▶						4 >				
rr Br 17 (	1 🛗 Amo 👪	Gross<	🗄 Currency 🧪 Items 🟹 Items	Disc. Disc.						
Processing Status										
Number of Items	231		Amount Entered	0.00						
Display from Item	1		Assigned	0.00						
Reason Code			Difference Postings							
Currency	INR									
			Not Assigned	0.00						

#### **CHOOSE :**

Г



Clear Vendor Display Overview										
🥞 🏄 Display Currency 🚺 Taxes 🦾 Reset										
Document Date Posting Date Document Number Reference	25.02.2020 25.02.2020 INTERNAL	Type Period Fiscal Year	AB 11 2019	Company Code Currency Translation dte Cross-CC Number	1000 INR 25.02.2020					
Doc.Header Text Items in document	CURRENCY			Trading Part.BA						
PK BusA A 001 37 00 002 27 00	CCT 000600002 FC 000600002 FC	OREIGN VENDOR OREIGN VENDOR OSS ON FOR EXC-	ΡU	INR Amount 2,187,289.50- 2,187,289.50 0.00	Tax amnt					
<u>D</u> 2,187,289.50	C_2,1	.87,289.50	0.00		* 3 Line Items					



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Document 100000157 was posted in company code 1000

## 1.10. Bills of Exchange

## 1.10.1. BOE payment for vendor

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Bill of Exchange $\rightarrow$ Payment
Transaction code	F-40

Bill of Exchange Payment: Header Data										
Choose open items Account Model										
Document Date	01.03.2020	Туре	KZ	Company Code			_			
Posting Date	01.03.2020	Period	11	Currency/Rate						
Document Number				Translation dte			_			
Reference				Cross-CC Num	ber					
Doc.Header Text										
Clearing Text										
Transaction to be provided in the provided in	nt									
First line item										
PstKy 39 Accou	int 600000		D L Ind	₩ ТТуре						

Bill of Exc	change Payment Add Vendor item
2 🗟 🔓 🗖	] Choose open items 🛛 Process Open Items 🚽 More data 🔹 Account Model
Amount Assignment	exch.payable / 39 W 100,000.00 INR
Text Bus. Pl.	JH01
Bill of Exchange Due On Issue Date	31.03.2020     Demand Bl     Bill/Ex. Status       26.02.2020     Accepted     Bill Protest ID
Drawer Drawee Domicile Cent.Bnk Loc Bank Country Control key	DUNSTONE COAL TECHNOLOGY PT     2489 Brisbane     NSW       Electrosteel Steels Ltd.     Bokaro

Process Open Items

## Bill of Exchange Payment Select open items

Process Open Items

Open item selection		Additional selections
Company Code	1000 Q	<ul> <li>None</li> </ul>
Account	0000600000	OAmount
Account type	K	O Document Number
Special G/L Ind		OPosting Date
	✓ Normal OI	ODunning Area
Payt Advice No.		OReference
		OPayment Order
	Other Accounts	O Collective Invoice
	Distribute by Age	O Document type
	Automatic Search	O Business Area
		○ Tax Code
		OBranch account
		OCurrency
		OPosting Key
		O Document Date
		OAssignment
		O Billing Document
		Others

Bill of E	xcl	hange Pa	yı	nent	t Pro	ocess open items			
🔊 📝 Distribute Difference 🛛 Charge Off Difference 🖉 Editing Options 🛛 💋 Cash Disc. Due									
Standard Partial Pmt Res.Items WH Tax									
Account items 600000 DUNSTONE COAL TECHNOLOGY PTY LTD									
		Document				INR Gross	CashDiscount CDPer.		
900000116	KR	14.02.2020	31		16	20,000.00-	-		
900000205	KR	26.02.2020	31		4	100,000.00-	-		
1900000207	KR	01.03.2020	31		0	100,000.00-	-		
5100000007	RE	25.01.2020	31		36	100,000,000.00-	-		
5100000037	RE	10.02.2020	31		20	10,000,000.00-	-		
1700000031	KA	30.01.2020	26		31	1,000.00			
< >									
se e	B	i:	H	Amo.	. #	Gross< 👪 Currency 🧪 Items	Jitems Jisc. Jisc.		
Processing S	Stati	JS							
Number of I	ltem	ns 6				Amount Entered	ed 100,000.00		
Display from	Ite	m 1				Assigned	100,000.00		
Reason Cod	е					Difference Posti	tings		
Display in cl	earin	a currency			1	Not Assigned	0.00		

Bill of Exchange Payment Display Overview										
🔍 🏜 Display Currency 🚺 Taxes 🦾 Reset										
Document Date	01.03.2020	Туре	KZ	Company Code	1000					
Posting Date	01.03.2020	Period	12	Currency	INR					
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	01.03.2020					
Reference				Cross-CC Number						
Doc.Header Text				Trading Part.BA						
Items in document	currency									
PK BusA Ad	ct			INR Amount	Tax amnt					
001 39W 00	00600000 DU	NSTONE COAL TH	ECHN	100,000.00-						
002 25 00	00600000 DU	NSTONE COAL TH	ECHN	100,000.00						
003 40 00	085200020 LC	SS ON FOR EXC-	- PU	0.00						
<u>D</u> 100,000.00	<u>C</u> 100	,000.00	0.00		* 3 Line Items					

Save the document.

I

## 1.10.2. Outgoing Payment for BOE

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post
Transaction code	F-53

Post Outgoing Payments: Header Data						
Process Open Item	15					
Document Date Posting Date	01.03.2020 Type KZ 01.03.2020 Period 11	Company Code 1000 Currency/Rate INR				
Document Number	Penda 11	Translation dte				
Reference		Cross-CC Number				
Doc.Header Text		Trading Part.BA				
Clearing Text						
Bank data						
Account	55100111	Business Area				
Amount	100,000.00					
Amt.in loc.cur.						
Bank Charges		LC Bank Charges				
Value date		Profit Center				
Text		Assignment				
Open item selection		Additional selections				
Account	600000	<ul> <li>None</li> </ul>				
Account type	K Other Accounts	OAmount				
House bank		O Document Number				
Special G/L Ind	Standard OIs	OPosting Date				
Payt Advice No.		ODunning Area				
Distribute by Age		Others				
Automatic Search	1					

Post Outgoing Payme	ents Process open items	5		
🔉 📝 Distribute Difference 🛛	Charge Off Difference 🖉 Editing C	ptions 💋 Cash Disc. Due		
Standard Partial Pmt	Res.Items WH Tax			
Account items 600000 DUNSTO	ONE COAL TECHNOLOGY PTY LTD			
Document D. Document P	Bu Da INR Gross	CashDiscount	CDPer.	
900000116 KR 14.02.2020 31	46	20,000.00-		
900000205 KR 26.02.2020 31	34	100,000.00-		
100000007 RE 25.01.2020 31	66 10	0,000,000.00-		
5100000037 RE 10.02.2020 31	50 1	0,000,000.00-		
700000031 KA 30.01.2020 26	61	1,000.00		
000000032 KZ 01.03.2020 39	0	100,000.00-		
• •				
ke ee et mm	Amo) 👪 Gross< 🏙 Currence	y 🧪 Items 👔 Items 🧪 Disc. 🏹 Disc.	]	
Processing Status				
Number of Items 6		Amount Entered	100,000.00-	
Display from Item 1		Assigned	100,000.00-	
Reason Code		Difference Postings		
Display in clearing currency		Not Assigned	0.00	
		· · · · · · · · · · · · · · · · · · ·		

Post Outgoing Payments Display Overview							
🥞 🏙 Display Cur	rency 🚺 Tax	es 🦾 Reset					
Document Date Posting Date Document Number Reference Doc.Header Text		Type Period Fiscal Year	KZ 12 2019	Company Code Currency Translation dte Cross-CC Number Trading Part.BA	1000 INR 31.03.2020		
				INR Amount 100,000.00- 100,000.00	Tax amnt		
D_100,000.00	<u>C</u> 100,	000.00	0.00		* 2 Line Items		

Document 900000033 was posted in company code 1000

## 1.11. Display Line Item

SAP R/3 menu	Sap Menu $\rightarrow$ Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Account $\rightarrow$ FBL1N (Display/Change Line Item)
Transaction code	FBL1N

Enter the details for which you want to run this report.

1- Vendor number – This is the vendor for who you want to fetch the line items. You can also enter a range of vendors or select multiple vendors in here.

2- Company Code – Enter the company code that you want this report to be restricted to.

3- Select the date range. In this example, I have chosen the option of Open items, but you can also enter cleared items and all items.

Vendor Line Item Displa	Y		
🚱 📴 🔳 🚺 Data Sources			
Vendor selection			
Vendor account	300000	to	
Company code	1000	to	
Selection using search help			
Search help ID			
Search string			
<mark>r Search help</mark>			
Line item selection			
Status			
<ul> <li>Open items</li> </ul>			
Open at key date	12.03.2020		
O Cleared items			
Clearing date		to	
Open at key date			
○ All items			
Posting date		to	<b>a</b>
Туре			
✓ Normal items			
Special G/L transactions			
Noted items			

Vendor Line Item Display								
🛷 🖉 🧱 🕎   科 🍋   📅 🚔 🛜   🇮 🖽 🖽   🗷 🏂 🛅 🛅   🔝 🗈 Celections 💦 🗋 Create Dispute Case								
Vendor 300000 Company Code 1000								
Name     ESL Test ESL_TEST       City     JHARKHAND								
🕏 🏅 S Assigni	ment Documer	t Doc. Typ	e Doc. Date	C DD Σ	Amount in Local Crcy	LCurr	Cirng doc.	Text
	1900000		07.03.2020	\$	90,000.00-	INR	-	assetf-90
	1900000	006 KR	07.03.2020	ŧ	45,763.00-	INR		testing
	1900000	007 KR	07.03.2020	ŧ	45,763.00-	INR		
	1900000	010 KR	07.03.2020	ŧ	45,763.00-	INR		testing
	1900000	011 KR	07.03.2020	ŧ	45,763.00-	INR		testing
	1900000	012 KR	07.03.2020	ŧ	45,763.00-	INR		testing
	1900000	013 KR	07.03.2020	ŧ	46,324.00-	INR		testing
	1900000	014 KR	07.03.2020	÷	45,000.00-	INR		
	1900000	016 KR	08.03.2020	ŧ	33,279.00-	INR		
	1900000	025 KR	07.03.2020	ŧ	999,000.00-	INR		tds
	1900000	)26 KR	09.03.2020	ŧ	10,068.00-	INR		
	9000000	001 KZ	07.03.2020	P	10,000.00-	INR		partial
<u>10</u>					1,462,486.00-	INR		
Account	300000			<u></u>	1,462,486.00-	INR		
<b>.</b>					1,462,486.00-	TNR		

Once you hit execute, you will see all the Open items.

The status of these invoices is Red.

In the screen above, hit execute once you enter all the information.

You will get all the open items, i.e., the invoices that have not been paid.

The red icon shows that the invoices are still open. Once they are paid, they will change to green.