User Manual Payment Processing

Electrosteel Steels Limited

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Error! Bookmark not defined.

1. Payment Processing

1.1. Checking DPR in system

SAP R/3 menu	
Transaction code	ME2DP

Run the T. Code - ME2DP through Command Screen then below depicted screen will display Where we have to give some prerequisite, Ex- Po no or Vendor code or Down Payment Due Date or all above if we know and execute(F8) the Depicted Screen.



Check the DPR which will need to process the payment.

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1.2. Advance Payment through Manual

SAP R/3 menu	
Transaction code	F-48

Put the T. Code F-48 in command Box, system will display below screen where You have to fill the all mandatory field, Ex - Doc. Date, Company Code, Currency, Vendor, S/p G/L, Bank Account, Amount and Profit Center and click on Request TAB

Compulsory field:

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

Vendor Code: Final Special GL indicator: Bank GL: Amount: Profit Center:

🖻 Document Ec	dit <u>G</u> oto Extr <u>a</u> s <u>S</u> ettings En	vironment System	n <u>H</u> elp
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🔊 New Item 🛛	Requests		
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Account	10 000 00	Business Area	
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Select the Down Payment and Click on Create Down Payment.

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Post Vendor Down Payment Choose requests									
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Down Payment Requests									
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1300000060 1 17.03.2020 4700000037 10		10,000.00-	-						

Below screen will display after performing the previous activity. Choose the appropriate Tax code if it is service related advance, for supply related left blank and press ENTER



Below screen will display after performing the previous activity, System will show you the accounting Entry, check the entry and click on post button or press Ctrl+S button then system will generate the payment document in Task Bar. You can also see the payment document in vendor ledger(FBL1N).

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Post Vendor Down Pay ^{Post} (Ctrl+S) lay Overview								
强 New Item 🏄 Display Currency Requests Additional items								
Document Date 23.03.2020 Type K2 Company Code 1000								
Posting Date 23.03.2020 Period 12 Currency USD 72.00000								
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1.3. Advance Payment through Automatic

SAP R/3 menu	
Transaction code	F110

Put the T. Code - F110 through Command Screen then below depicted screen will display Where we have to give some prerequisite, Ex - Run date and Identification (It should be unique in every time), and click in parameter TAB.



Fill the Company code, Payment Method, Next payment Date and Vendor Code and Click on Free Selection TAB.

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Status Parameter Free	selection Additiona	Log Printo	out/data mediu	im	_		
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Foreign currencies							
E/R Type for Translat.							

Select the Document Number from Field Name and Put the Document no in Values Field and Click on Additional Log.

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Run Date [23.03.2020]	
Identification ESL1	
Status Parameter Free selection Additional Log Printout/data medium	
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Field Name Document Number Dickclude values	
Values 130000070	
Field Name	
Values	
Field Name DEcklude values	
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Values	

Select the Due Date, payment method and Line item of Payment Document and Click on Post button.

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Parameter has been saved as depicted in below screen. Click on Proposal TAB.

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Proposal has been created, Click on Edit Proposal



System will display one small screen, press ENTER button.



System will show another screen where vendor code, vendor name and Amount will display.

Select the line item and double click on vendor code.

Proposal Edit Goto Environment System Help ✓) 1) 1) 1 🔽 🔁 I 🕜 🖳		
Edit Payment Proposal: Payments			
Choose Change Back from find Recalculate withholding tax Run On 23.03.2020 ESL1 Snd. CC 10	00		
Payments/exceptions			
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Again Double click on selected document.



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Again small screen will pop-up, Fill the payment method and House Bank and press ENTER.

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Payee				#
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Selected item will show Left Arrow sign. Save it and Return back to first screen.

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Vendor 300019 Currency Payment Method	
Customer Business Area House Bank	
Exceptions	
Ch: CoCd DocumentNo Year Itm Branch PI Crcy Hous BnkT Err Reference T Posting Date Doc. Date A(PK G/L Account G/L Account S(S; TrD/ Loc.curr.amount	
4 1000 1300000070 2019 1 INR KA 23.03.2020 K 39 5820000 3310030 F A A H 10,000.00-	1

Click on Payment Run.



Small Screen will display, Tick on Start Immediately and press ENTER.

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Automatic Payment Transactions: Status	
🔁 Status 📲 Payment run 🖉 Edit Proposal 🖧 Display Proposal 💶 Display Proposal Log	
Run Date 23.03.2020 Identification ESL1 Status Parameter Free selection Additional Log Printout/data medium Status C'Schedule Payment Image: Status Image:	

System is showing payment Run is Running. Press Enter again and again or Refresh.



System will show you the status that Payment Run has been carried out. Posting orders:1 generated,1 completed. Then Click on Edit >proposal> proposal List.

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Automatic Payment	Display Proposal Shift+F9	
Status Cancel F12	Edi <u>t</u> Delete	Printout
	Proposal List Ctrl+F1	
Run Date 23.03.202	Exception List Ctrl+F2	
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Parameters have been entered		
Payment proposal has been creat	ed	
Payment proposal has been edite	d	
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System will show you List of Variant, select the program and press ENTER.

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system will show you the new screen, where you can see the all the payment and vendor related detail.

🖙 List Edit Goto Settings System Help				
	2			
Payment List				
Electrosteel Steels Ltd. Payment proposal list for proposal run 23.03.2020/E	3L1 23.03	.2020 / 14:09:43		
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Company Code: 1000	Page:	1		
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BusA CoCd DocumentNo Type Document Date Bline Date PayT PK Foreign Crcy	Gross Amount Tot.De	ductions in FC Net	Amount in FC Crcy	Err
Vendor 0000300019		Bank Details		
Company NIMAI SHARMA		BOKARO STEEL CITY	ENUE, BURARU	
SIYALJORI		SWIFT Code: ALLA0210533		
827013 SIYALJORI		Account Number: 0012345678		
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