User Manual
Payment Processing

Electrosteel Steels Limited

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Sensitivity: Confidential (C2)

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.

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:

Select the Down Payment and Click on Create Down Payment.
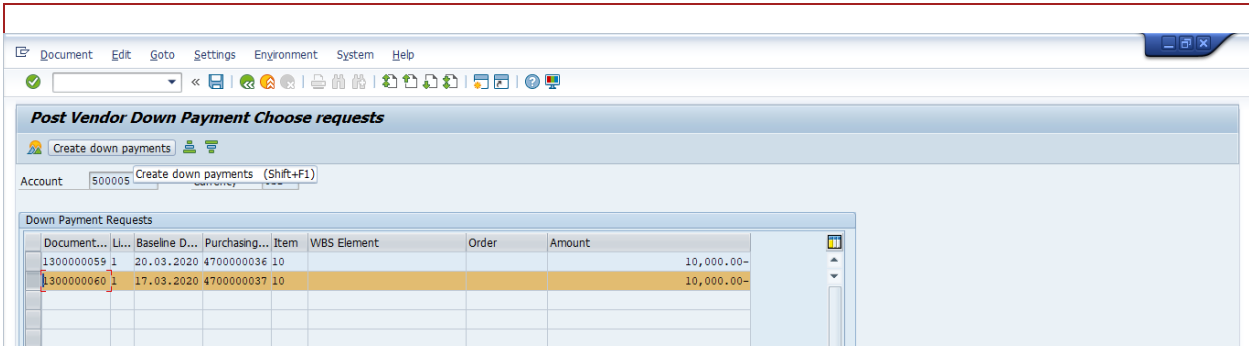
Below screen will display after performing the previous activity. Choose the appropriate Tax code if it is service related advance, for supply related left blank and press ENTER
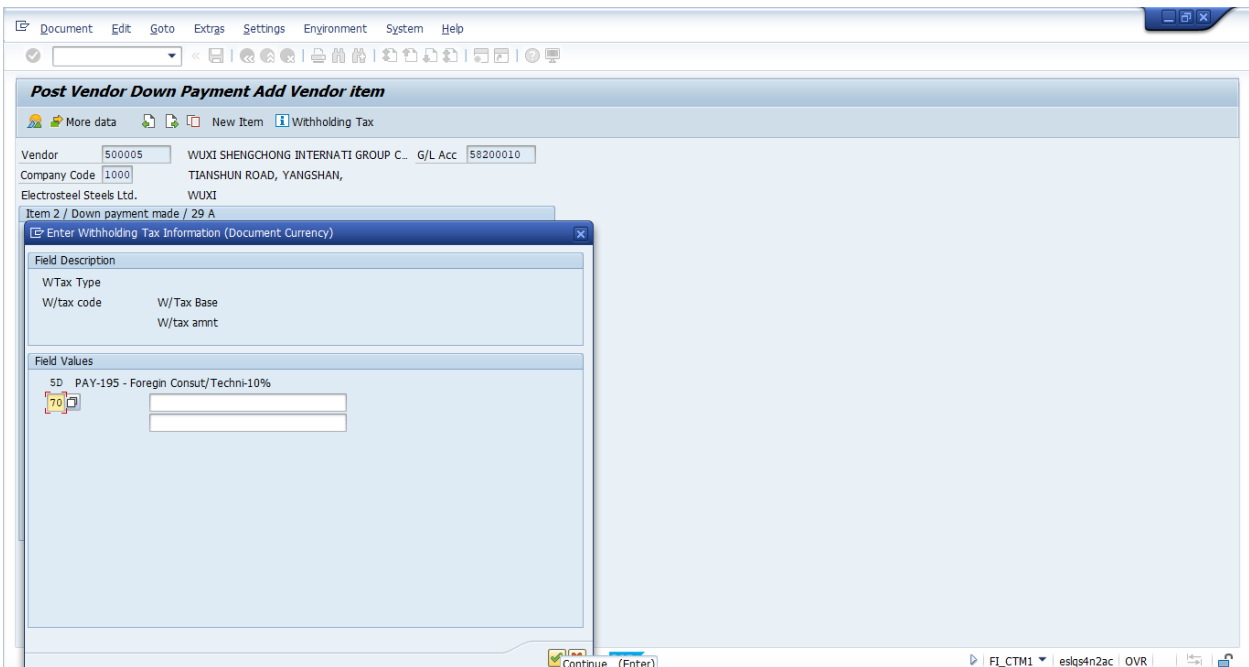
Below screen will display after performing the previous activity, System will show you the accounting Entry, check the entry and click on post button or press Ctrl+S button then system will generate the payment document in Task Bar. You can also see the payment document in vendor ledger(FBL1N).
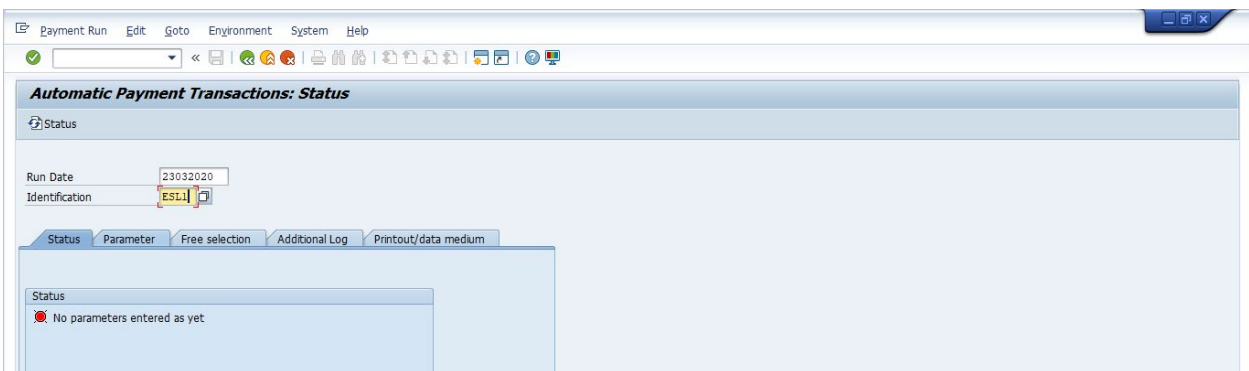
Post Vendor Down Pay Post (Ctrl+S) lay Overview

New Item   Display Currency   Requests   Additional items

Document Date	23.03.2020	Type	KZ	Company Code	1000
Posting Date	23.03.2020	Period	12	Currency	USD 72.00000
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	23.03.2020
Ledger Grp					
Reference				Cross-CC Number	
Doc.Header Text	TEST			Trading Part.BA	
Branch number		Number of Pages			

Items in document currency

	PK	BusA	Acct		USD	Amount	Tax amnt
001	50		0055100182 ICICI-Mum-8827- Out			10,000.00-	
002	29A		0000500005 WUXI SHENGCHONG INT			10,000.00	V0

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.

Automatic Payment Transactions: Status

Status

Run Date	23032020
Identification	ESL1

Status   Parameter   Free selection   Additional Log   Printout/data medium

Status

🔴 No parameters entered as yet

Fill the Company code, Payment Method, Next payment Date and Vendor Code and Click on Free Selection TAB.
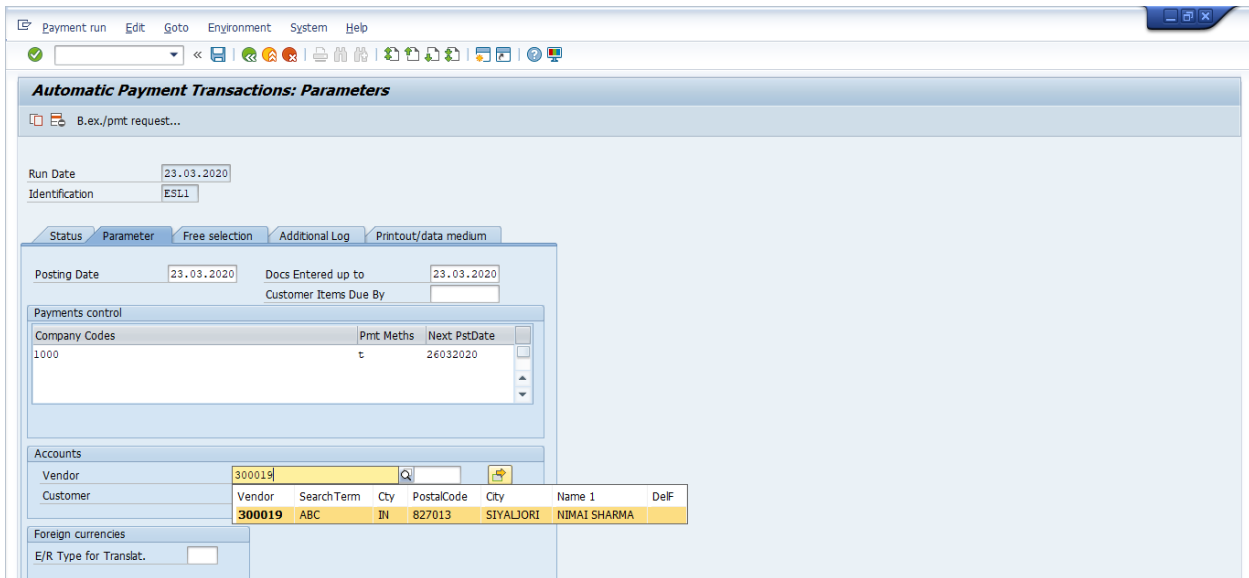
Select the Document Number from Field Name and Put the Document no in Values Field and Click on Additional Log.
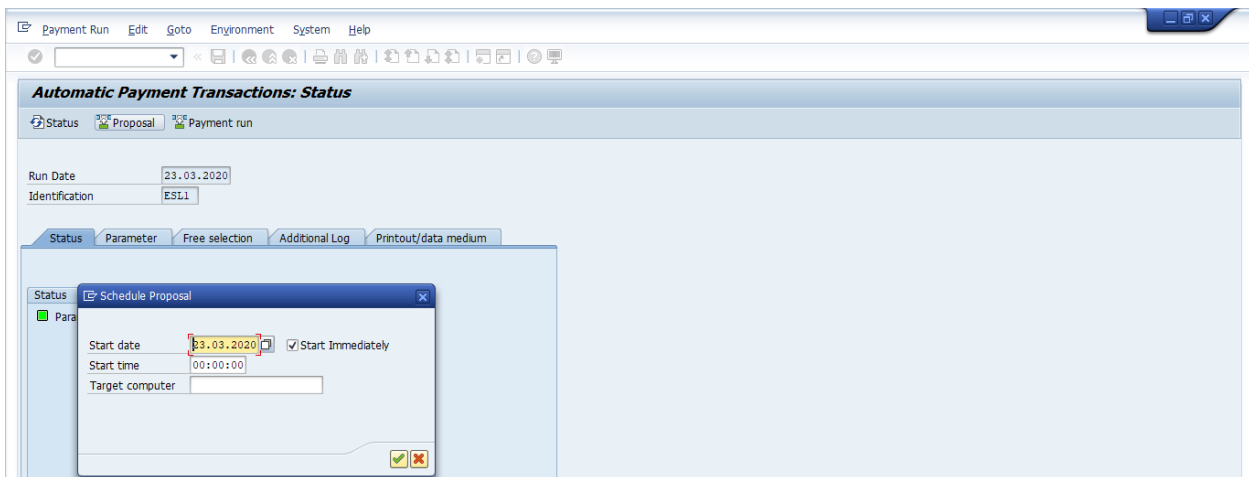
Sensitivity: Confidential (C2)
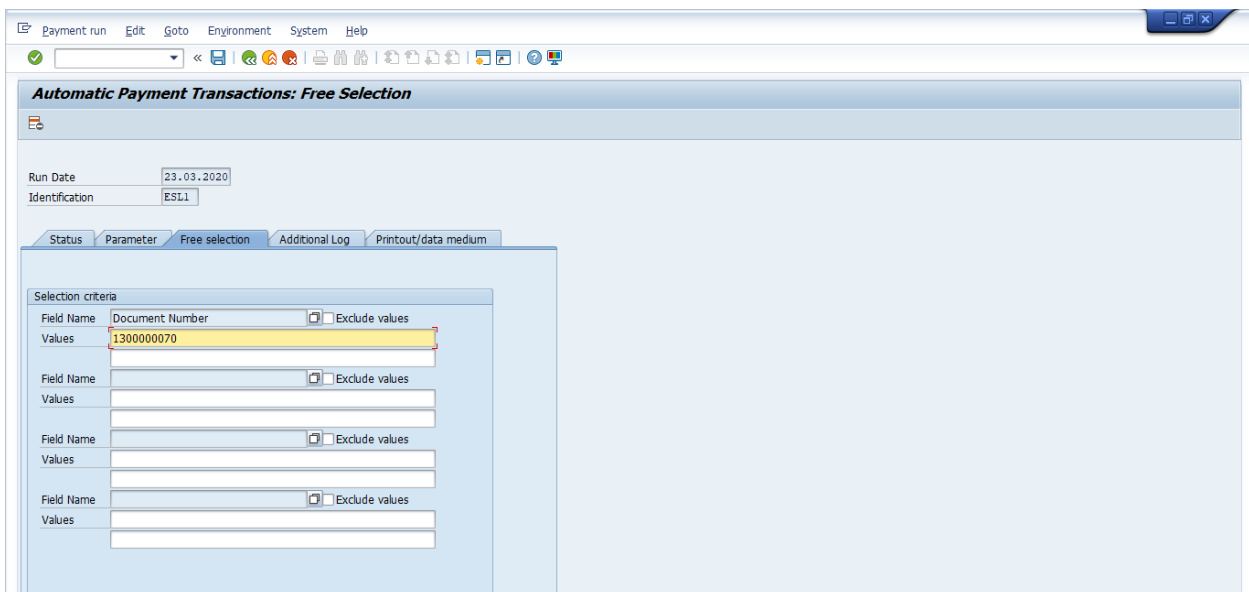
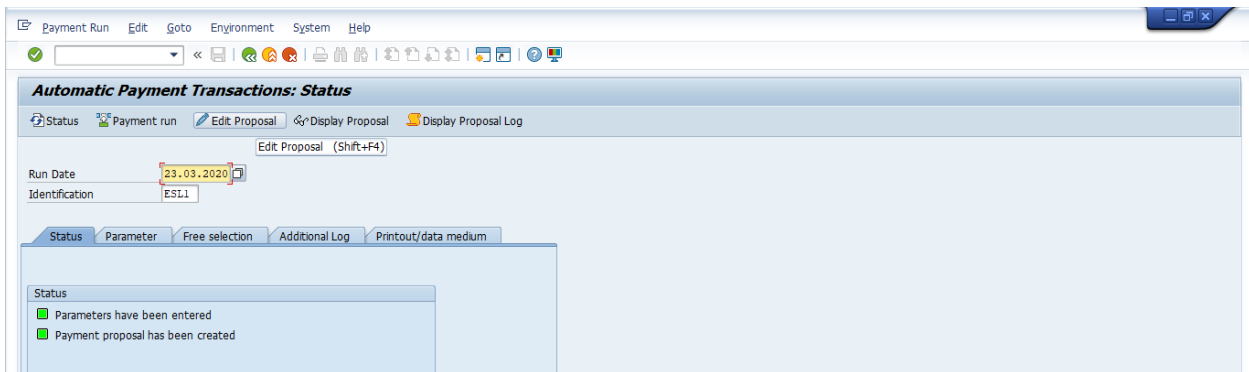Select the Due Date, payment method and Line item of Payment Document and Click on Post button.
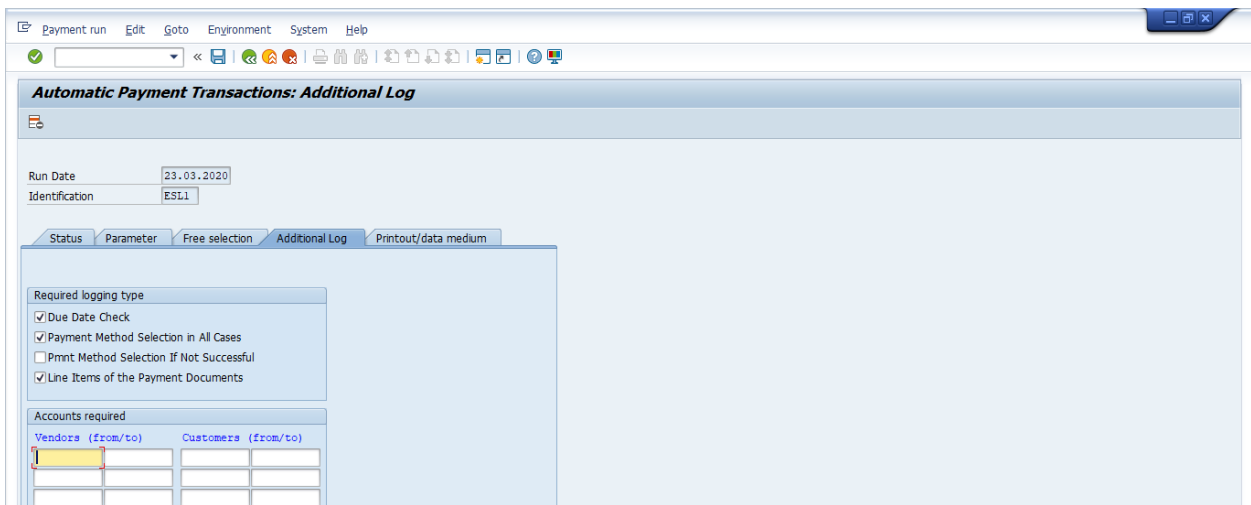
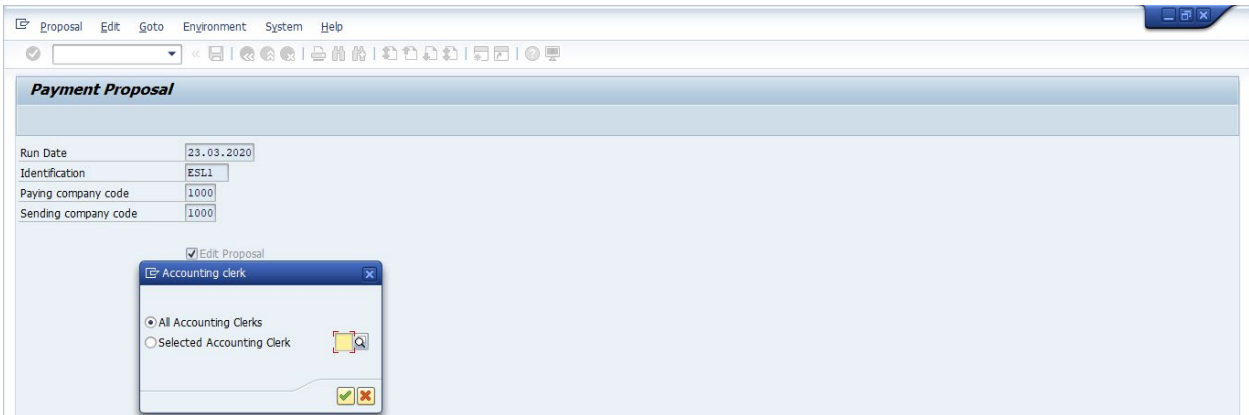Parameter has been saved as depicted in below screen. Click on Proposal TAB.
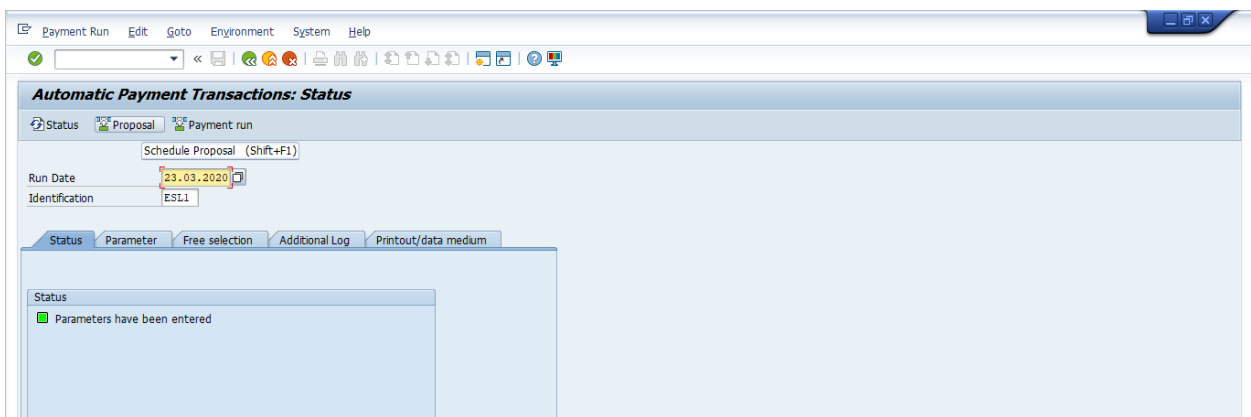
System will show some small screen, Tick on start Immediately and press ENTER.
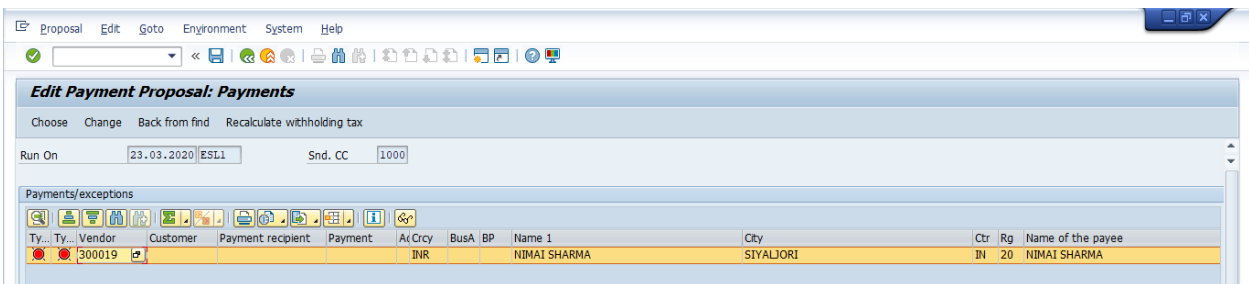

Proposal has been created, Click on Edit Proposal

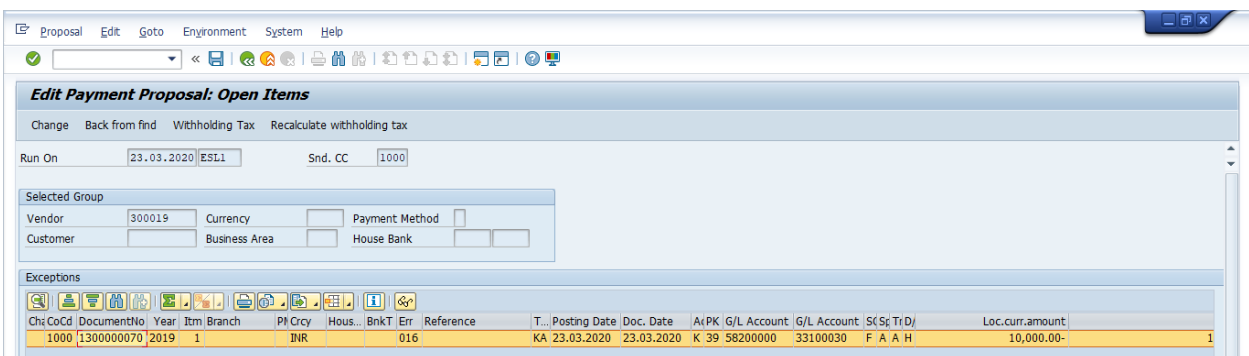System will display one small screen, press ENTER button.

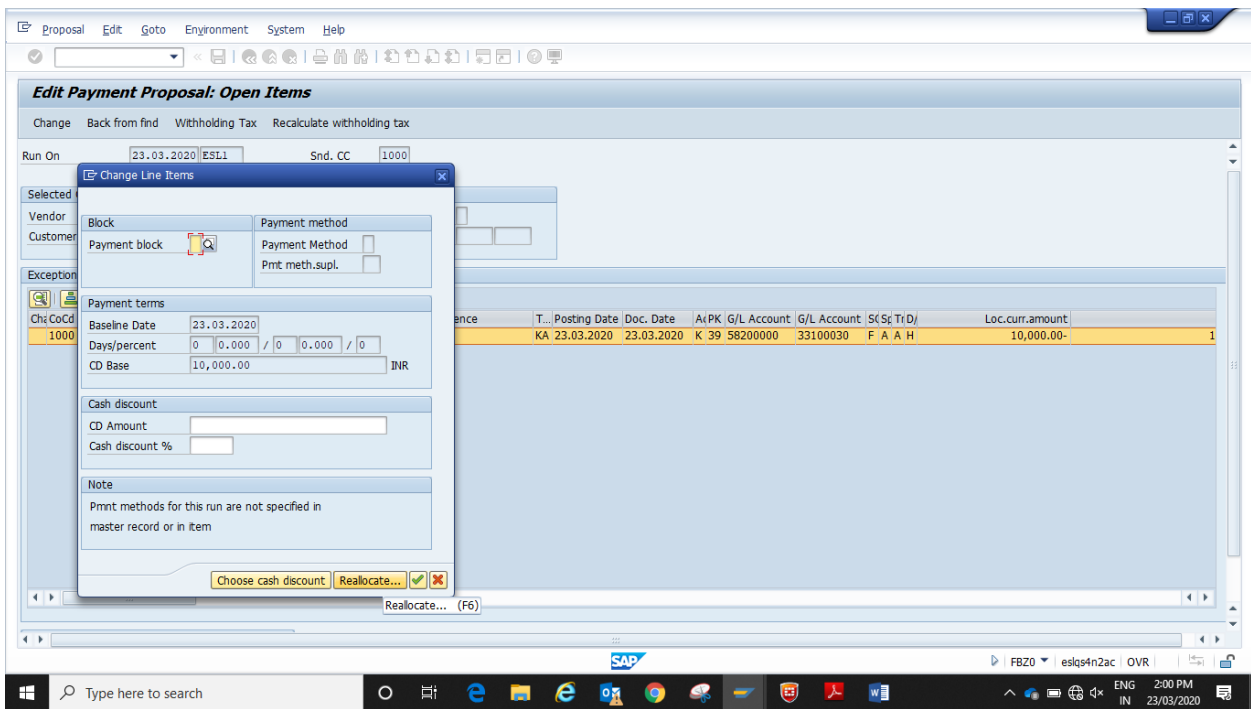System will show another screen where vendor code, vendor name and Amount will display.

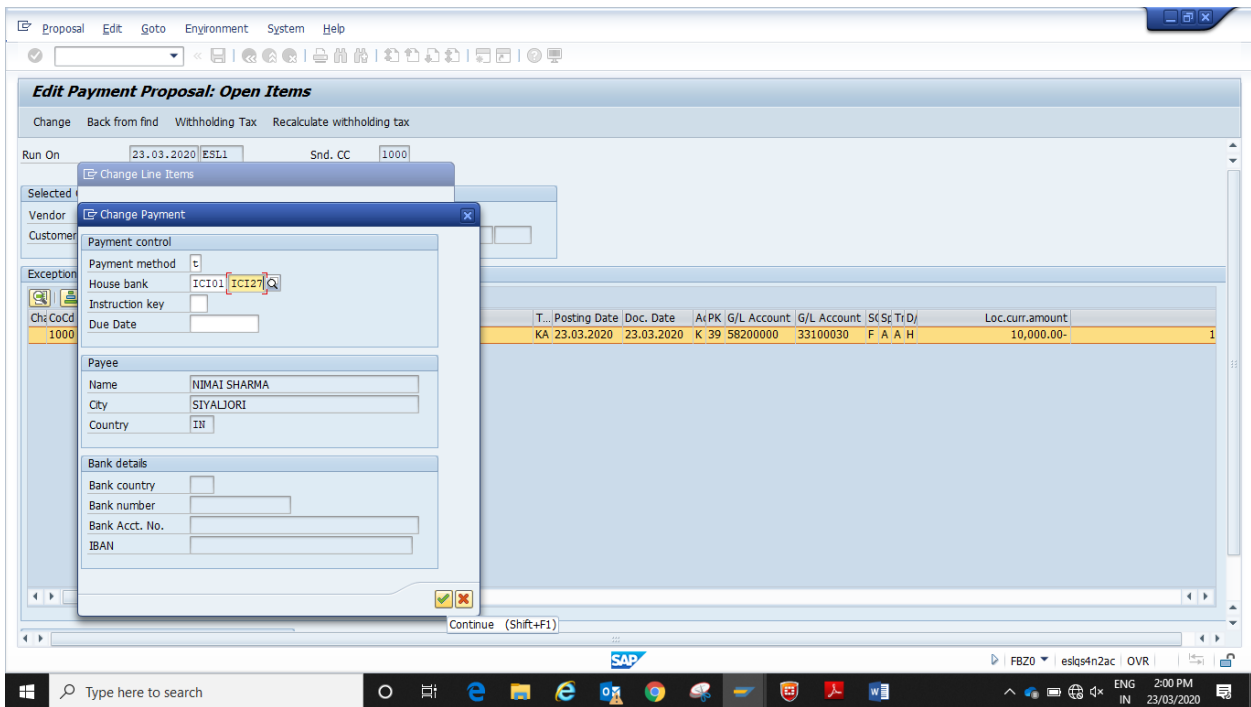Select the line item and double click on vendor code.
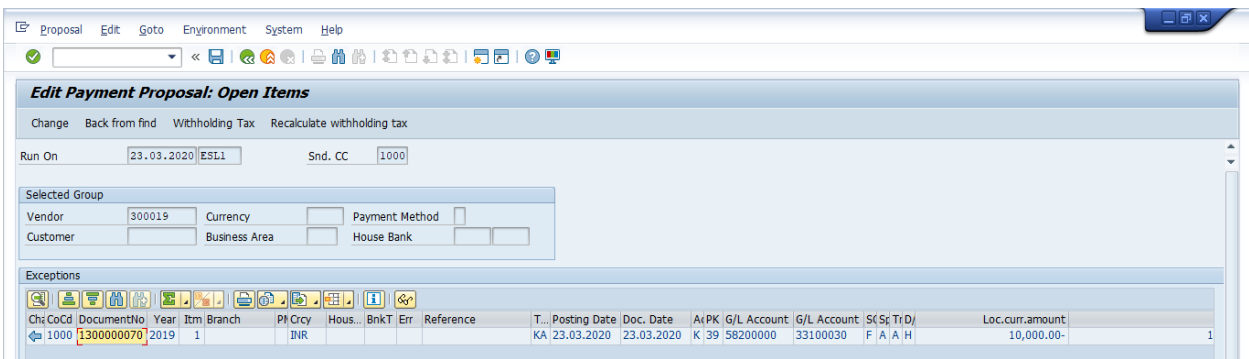

Again Double click on selected document.

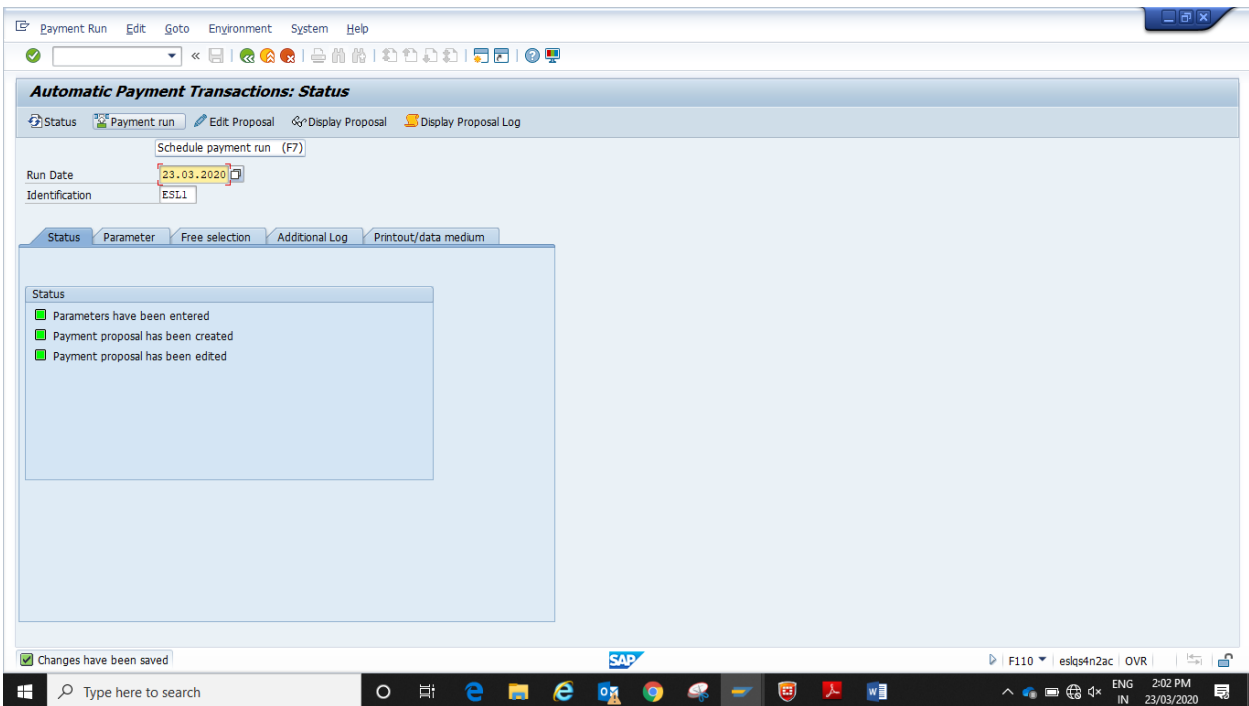New Screen will display, again click on Reallocation

Again small screen will pop-up, Fill the payment method and House Bank and press ENTER.
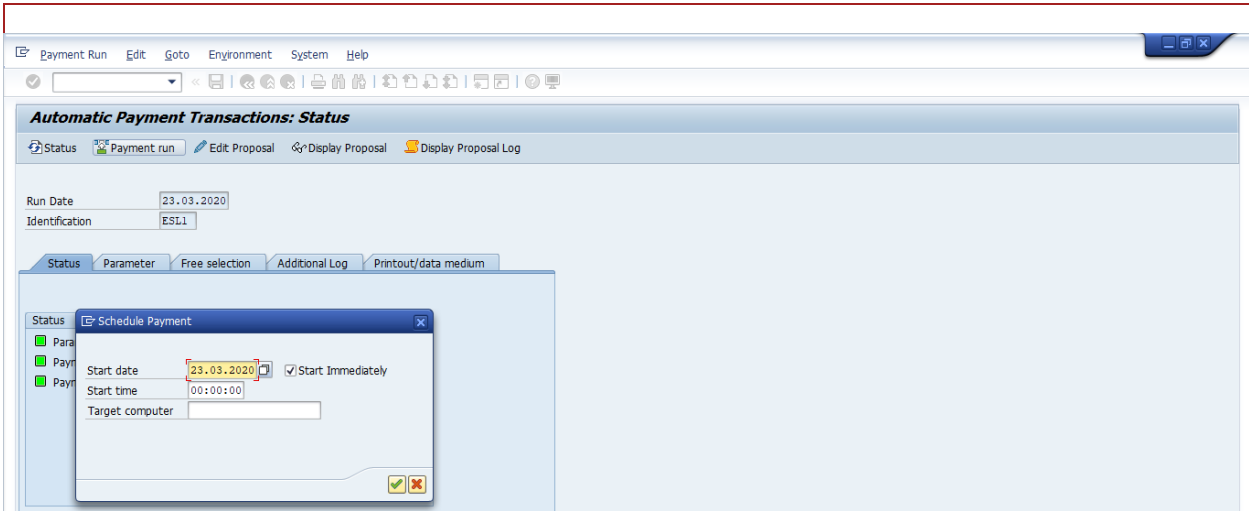
Selected item will show Left Arrow sign. Save it and Return back to first screen.
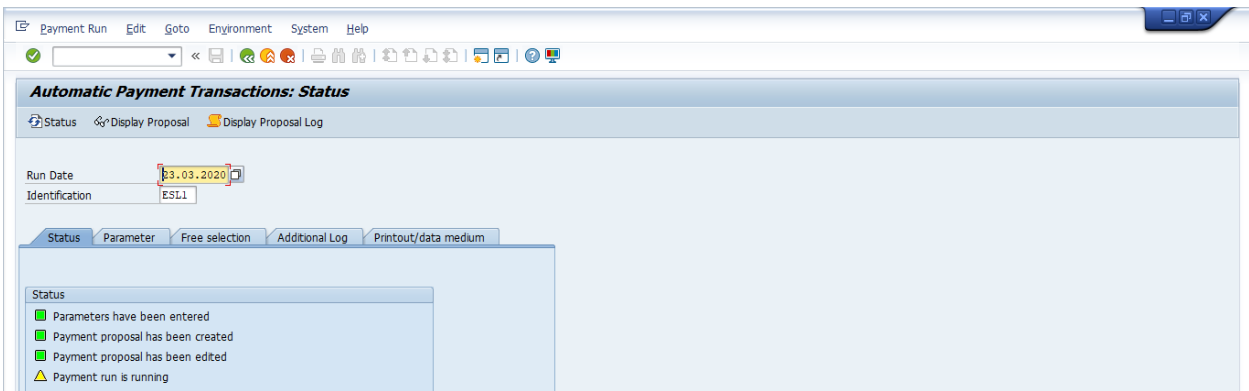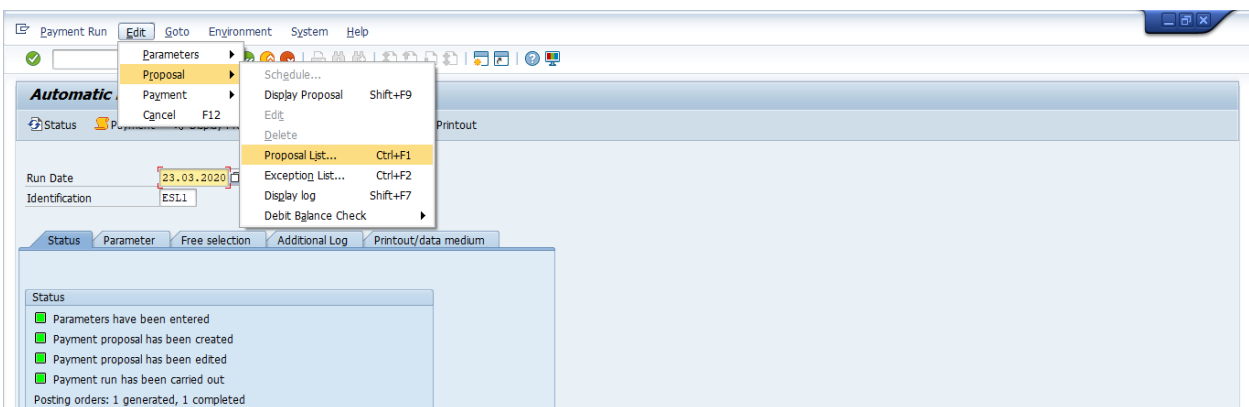

Click on Payment Run.

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

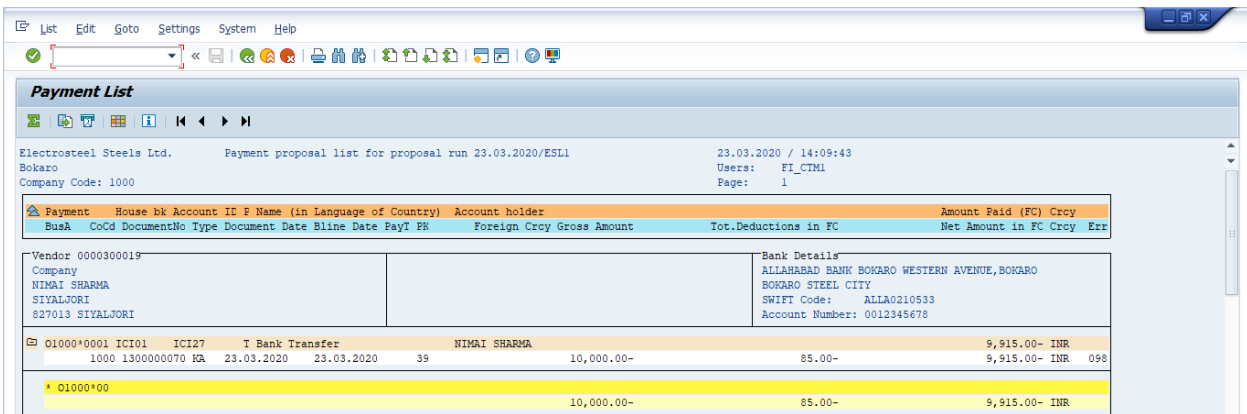System is showing payment Run is Running. Press Enter again and again or Refresh.

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.

System will show you List of Variant, select the program and press ENTER.
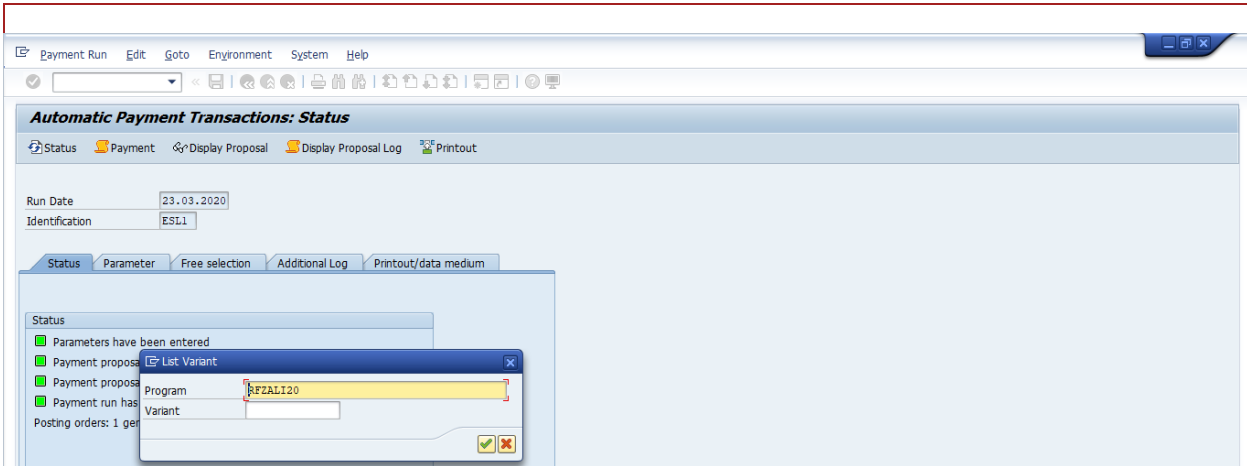
system will show you the new screen, where you can see the all the payment and vendor related detail.

END