



**Project – SUGAM
End User Manual
Customer Invoice & Incoming Payment**

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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

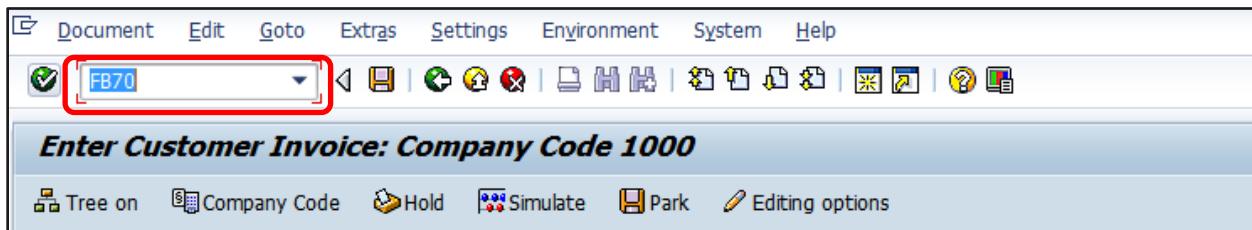


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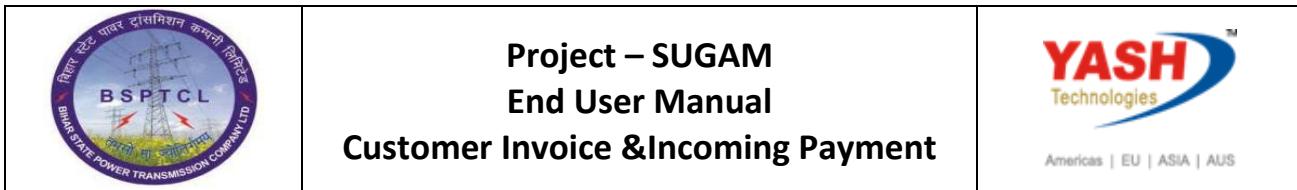
1.1. Post Customer Invoice Booking

SAP T-code	FB70
Process	Enter FB70 in Transaction box and click Enter or Tick symbol



SAP T-code	FB70
Process	<ul style="list-style-type: none">Go to Basic Data Tab - Enter Customer 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 - Tax Code - Enter profit centre - Go to Withholding Tab - Give WHT Code - Simulate

The screenshot shows the SAP FB70 transaction screen for 'Enter Customer Invoice: Company Code 1000'. The top navigation bar and toolbar are visible. The transaction type is set to 'Invoice'. The 'Basic data' tab is active, showing fields for Customer (907), Invoice date (25.02.2019), Posting Date (25.02.2019), Amount (95,000.00 INR), and Bus.Place/Sectn (BH01 / BH01). The 'Withholding tax' tab is also visible. To the right, there is a 'Customer' info block with address details: Company (South Bihar Power Distribution Com...), Address (Bailey road Patna), and Bank account (85831110000202). The 'Withholding tax' table at the bottom shows one item: Revenue from Cred... (Amount 95,000.00, Profit center 100000).



Enter Customer Invoice: Company Code 1000

Basic data		Payment		Details		Tax		Withholding tax		Notes	
Name of WTax	WT...	W/Tax Base FC	WTax Amt in FC	WTax							
Tax during Invoice...	2C										0.00

Customer
Address
Company
South bihar power distribution com...
Balley road patna

SAP T-code	FB70
Process	Accounting Entry Generated - Save

Document Overview

Doc.Type : DR (Customer Invoice) Normal document		
Doc. Number 1000	Company Code 1000	Fiscal Year 2018
Doc. Date 25.02.2019	Posting Date 25.02.2019	Period 11
Calculate Tax <input type="checkbox"/>		
Ref.Doc. CUSTOMER INVOICE		
Doc. Currency INR		

Item	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	907	South bihar power di			93,100.00
2	50	610101	Revenue from SBPDCL			95,000.00-
3	40	219102	TDS - 194 C			1,900.00

Document 1800000072 was posted in company code 1000

1.2. Incoming Payment

SAP T-code	F-28
Process	Enter F-28 in Transaction box and click Enter or Tick symbol

Document Edit Goto Settings System Help

F-28

Post Incoming Payments: Header Data

Process Open Items



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SAP T-code	F-28
Process	Enter document date (date when the payment is made) & Posting date - Enter reference - Enter Bank Account Number - Enter amount - Enter text - Enter Customer number - After filling the details, press enter or click on process open items

Post Incoming Payments: Header Data

Process Open Items

Document Date	25.02.2019	Type	DZ	Company Code	1000
Posting Date	25.02.2019	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	Incoming Pay			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	25.02.2019	Profit Center	
Text	Incoming Payment	Assignment	

Open item selection

Account	907	
Account Type	D	<input type="checkbox"/> Other Accounts
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs
Payt Advice No.		
<input type="checkbox"/> Distribute by Age		
<input type="checkbox"/> Automatic Search		

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

SAP T-code	F-28
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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Post Incoming Payments Process open items

Distribute Difference **Charge Off Difference** Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 907 South bihar power distribution comp		Document... D.. Document... P.. Bu... Da... INR Gross	CashDiscount	CDPer.
		1800000072 DR 25.02.2019 01 0	₹3,100.00	
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> Am... <input type="button"/> Gross<... <input type="button"/> Currency <input type="button"/> Items <input type="button"/> Items <input type="button"/> Disc. <input type="button"/> Disc.				
Processing Status Number of Items 40 Amount Entered 1.00 Display from Item 40 Assigned 93,100.00 Reason Code <input type="text"/> Difference Postings Display in clearing currency Not Assigned 93,099.00-				

SAP T-code	F-28
Process	Double click on 1.00 Line item and give * - Enter

Post Incoming Payments Display Overview

Process Open Items Choose open items Display Currency Account Model Taxes

Document Date	25.02.2019	Type	DZ	Company Code	1000
Posting Date	25.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	25.02.2019
Reference	INCOMING PAY			Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA Acct	INR	Amount	Tax amnt
001 40	0000160302 Canara Bank Outgoin		1.00	



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SAP T-code	F-28
Process	Click on document simulate - Accounting Entry generated - Save

Post Incoming Payments Display Overview

Display Currency Taxes Reset

Document Date	25.02.2019	Type	DZ	Company Code	1000
Posting Date	25.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	25.02.2019
Reference	INCOMING PAY			Cross-CC Number	
Doc.Header Text				Trading part.BA	
Items in document currency					
PK	BusA Acct	INR	Amount	Tax amnt	
001 40	0000160302 Canara Bank Outgoin	93,100.00			
002 15	0000000907 South bihar power d	93,100.00-			
D	93,100.00	C	93,100.00	0.00	* 2 Line Items

Document 1400000041 was posted in company code 1000

SAP T-code	FB08
Process	Input FB08

Document Edit Goto System Help

FB08

Reverse Document: Header Data

Display Before Reversal Document List Mass Reversal



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SAP T-code	FB08
Process	Document Number - Company Code - Fiscal Year - Reversal Reason - Posting Date - Posting Period - Save

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
Posting period	11

Check management specifications

Void reason code

Document 1800000074 was posted in company code 1000

Manual End