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**TRAINING MANUAL FOR END USER  
T-CODES**

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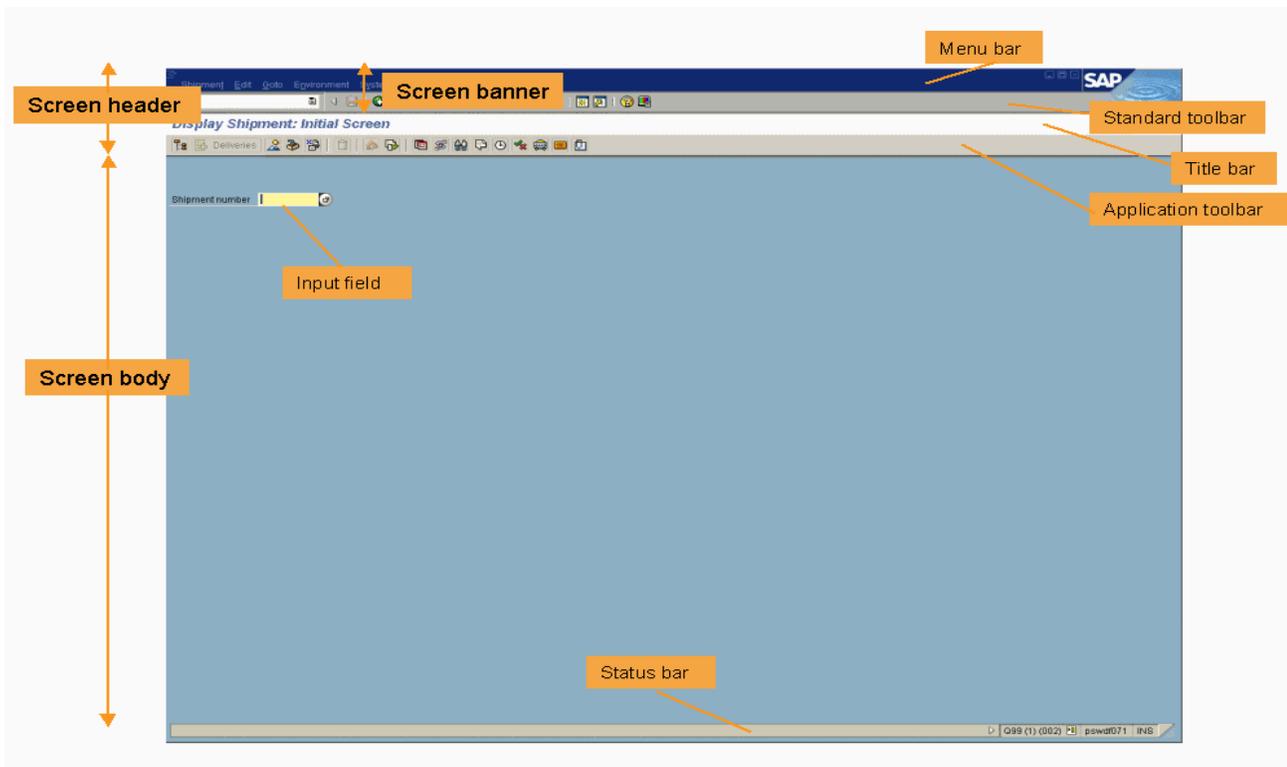
## GETTING STARTED WITH SAP the SAP Window:

The SAP window is the user interface to the SAP System.

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes. (Say MM01 etc.)
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu. (Ctrl + S)
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first. (F3)
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen. (Shift + F3)
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu.
	Create shortcut	Allow you to create a desktop shortcut to any SAP report, transaction, or task.
	F1 Help	Provides help on the field where the cursor is positioned.

## **Features**

The elements of a typical SAP window are shown below:



The **standard toolbar** contains buttons for performing common actions such as *Save* and *Enter* which are similar to Microsoft Excel.



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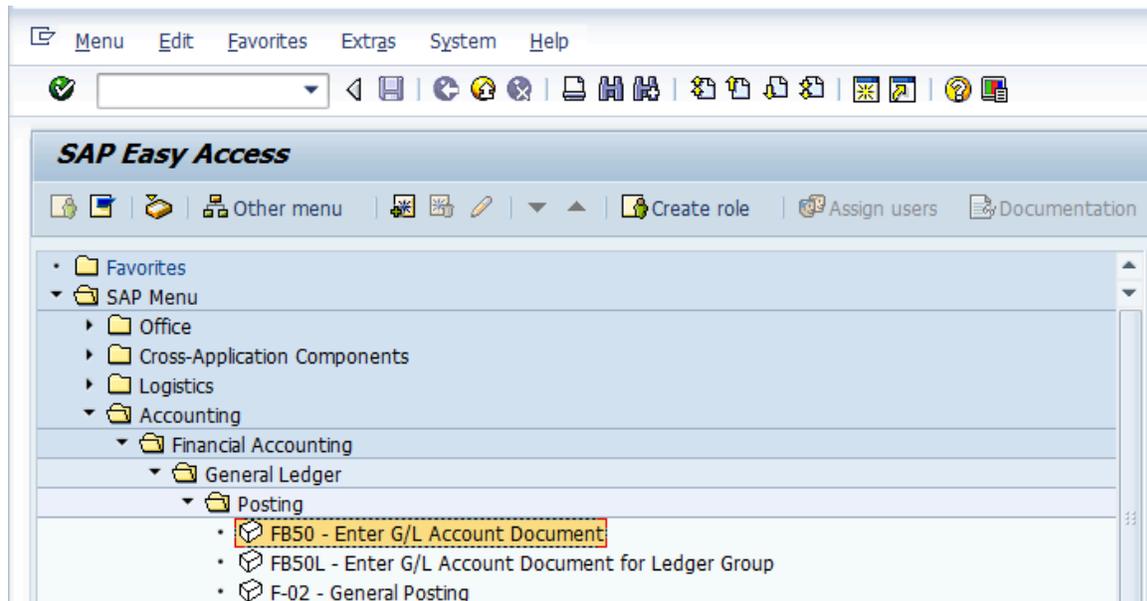
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## 1. General Ledger Posting

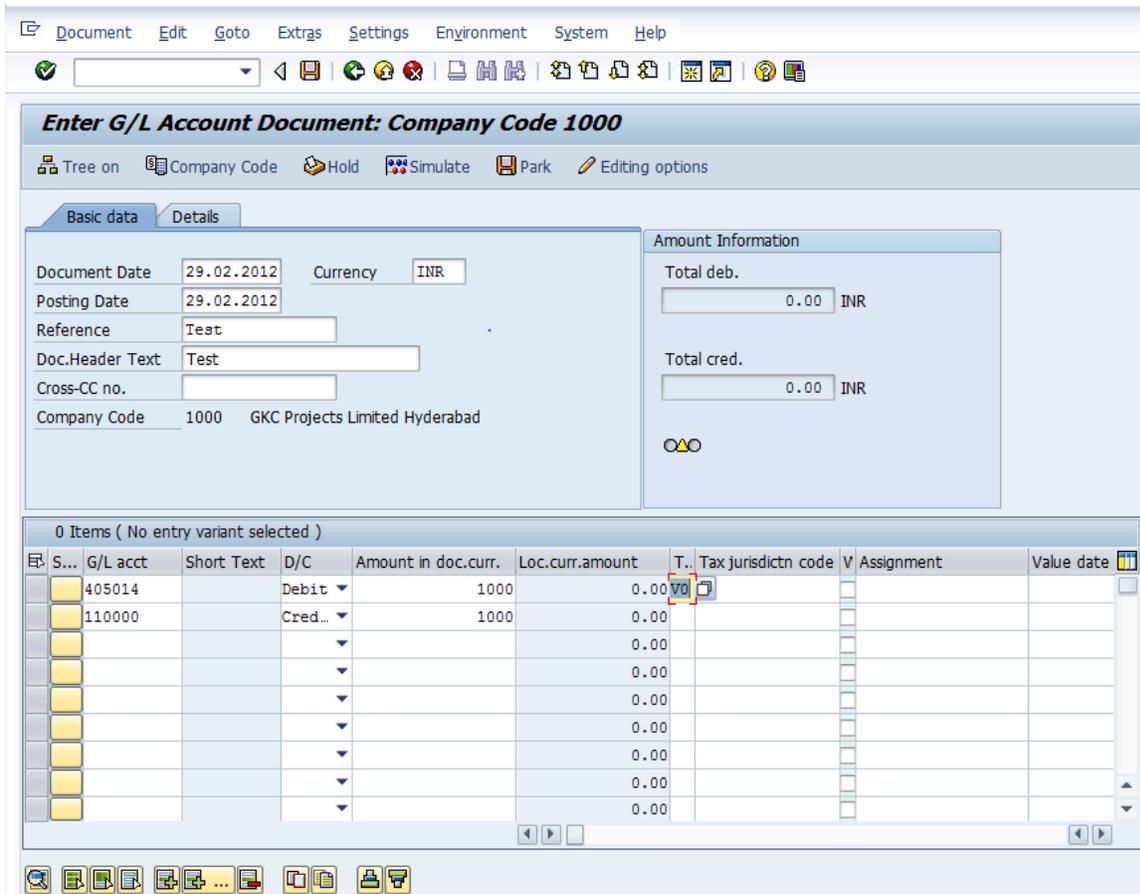
Transaction code: FB50

Open the general ledger posting screen either by typing the T code mentioned above or through the drill down menu as shown below



General ledger transactions like direct expenses booking, bank to bank transfers are posted in this transaction. Vendor /Customer /Asset / Material related transactions cannot be posted in this T.Code.

Enter document date and posting date as shown below. Reference field & document header text can be used for maintaining additional data if required.



For first line item

Give GL account which is to be debited. Select debit option and further details as shown below.

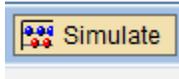
- Amount
- Business area
- Cost object ( only for P&L account)
- Profit center

For second line item

Give GL account which is to be credited. Select credit option and further details as shown below.

- Amount
- Cheque number in assignment field (if the GL is bank related account)
- Business area
- Cost object ( only for P&L account)
- Profit center

Click on simulate button



Check the entry in simulate mode as shown below

The screenshot shows the SAP Document Overview screen. The menu bar includes Document overview, Edit, Goto, Settings, System, and Help. The toolbar contains various icons for document management. The main area displays document details for a Normal document (SA) with the following information:

Doc. Type	: SA ( G/L Account Document )	Normal document			
Doc. Number		Company Code	1000	Fiscal Year	2011
Doc. Date	29.02.2012	Posting Date	29.02.2012	Period	11
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	TEST				
Doc. Currency	INR				
Doc. Hdr Text	Test				

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	40	405014	Survey Expenses		V0	1,000.00
2	50	110000	SBI-9565 M			1,000.00-

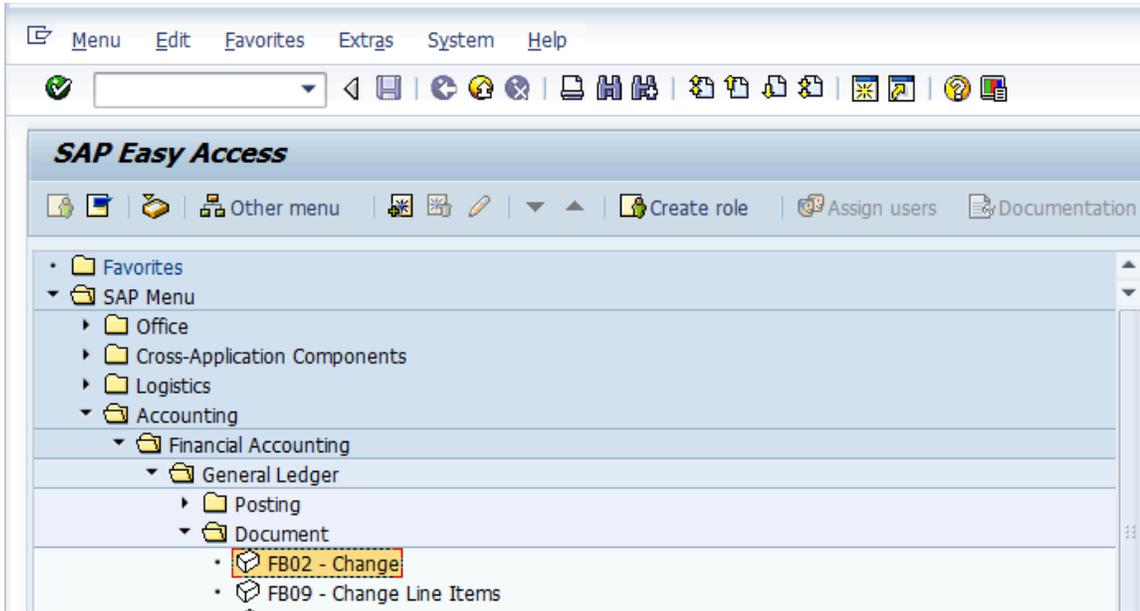
Save the document



### 3. Changing accounting document

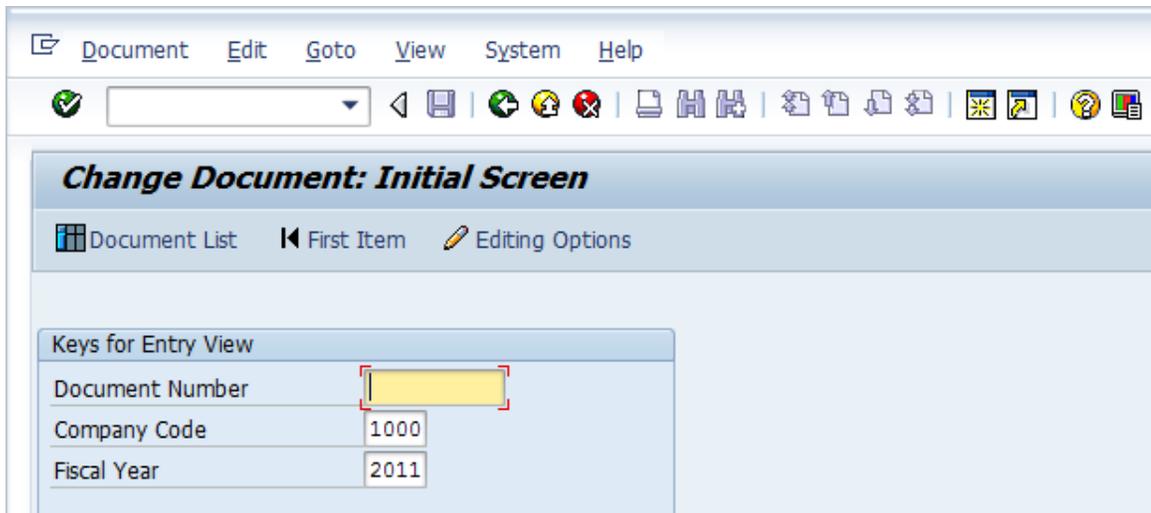
Transaction code: FB02

Open the accounting document change screen either by typing the T code mentioned above or through the drill down menu as shown below



Note: Only few fields like assignment, text, document header text, reference fields can be changed here.

Enter the document number, co. code, and fiscal year as shown below:



 Document List

Program Edit Goto System Help

Document List

Data Sources

Company code 1000 to [ ]

Document Number [ ] to [ ]

Fiscal Year 2011 to [ ]

Ledger 0L

General selections

Document type SA to [ ]

Posting date [ ] to [ ]

Entry date [ ] to [ ]

Reference number [ ] to [ ]

Reference Transaction [ ] to [ ]

Reference key [ ] to [ ]

Logical system [ ] to [ ]

Also display noted items

Display noted items

Search for own documents

Own documents only



List Edit Goto Settings System Help

Document List

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
1000	1300000000	2011	SA	10.08.2011	25.08.2011
	1300000001	2011	SA	15.08.2011	25.08.2011
	1300000002	2011	SA	15.08.2011	25.08.2011
	1300000003	2011	SA	25.08.2011	25.08.2011

Document Edit Goto Extras Settings Environment System Help

Change Document: Data Entry View

Display Currency

Data Entry View

Document Number	1300000000	Company Code	1000	Fiscal Year	2011
Document Date	10.08.2011	Posting Date	25.08.2011	Period	5
Reference		Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	D	PK	S	Account	Description	Amount	Curr.	Profit Cent...	BusA	Text
10...	1	S	40		417012	Staff Welfare	5,000.00	INR	6100	6100	
	2	H	50		119009	Prov. for exp.	5,000.00-	INR		6100	

Double click on the line item which should be changed



Change the text field

Document Edit Goto Extras Environment System Help

Change Document: Line Item 001

Additional Data

G/L Account 417012 Staff Welfare  
 Company Code 1000 GKC Projects Limited  
 Doc. no. 1300000000

Line Item 1 / Debit entry / 40  
 Amount 5,000.00 INR  
 Tax Code Business Place

Additional Account Assignments

Cost Center 6100000011 Order 200000  
 WBS Element  
 Network Real Estate Obj  
 Sales Order 0 0  
 More

Purchasing Doc. 0  
 Quantity 0.000  
 Assignment 20110825  
 Text Test for change Document Long text

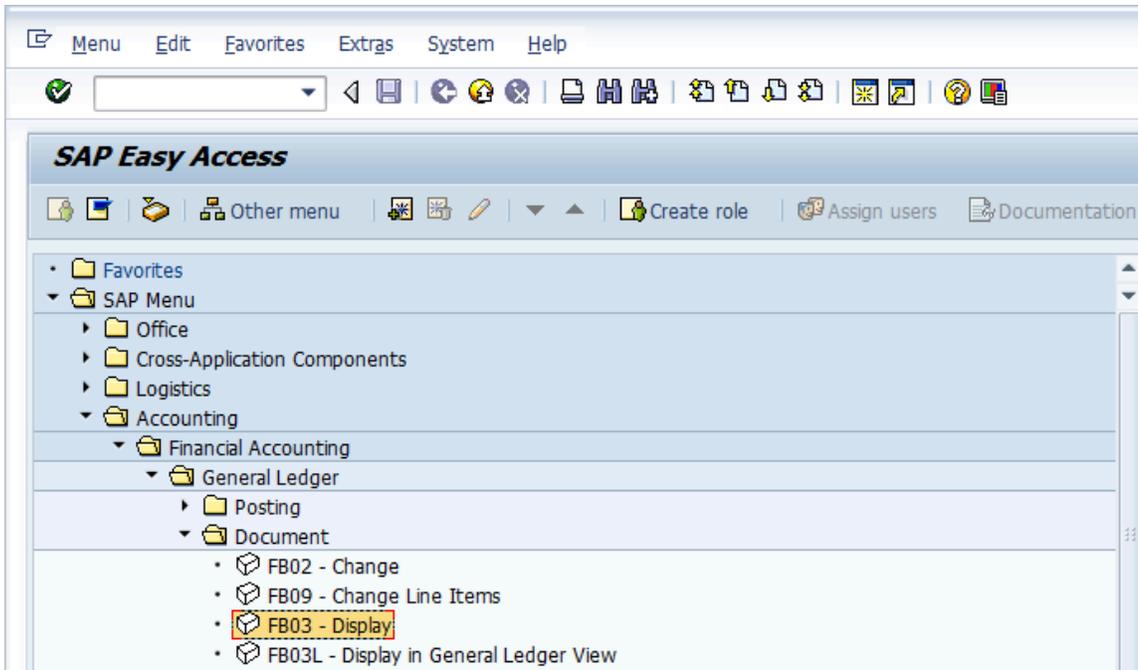
Save the document



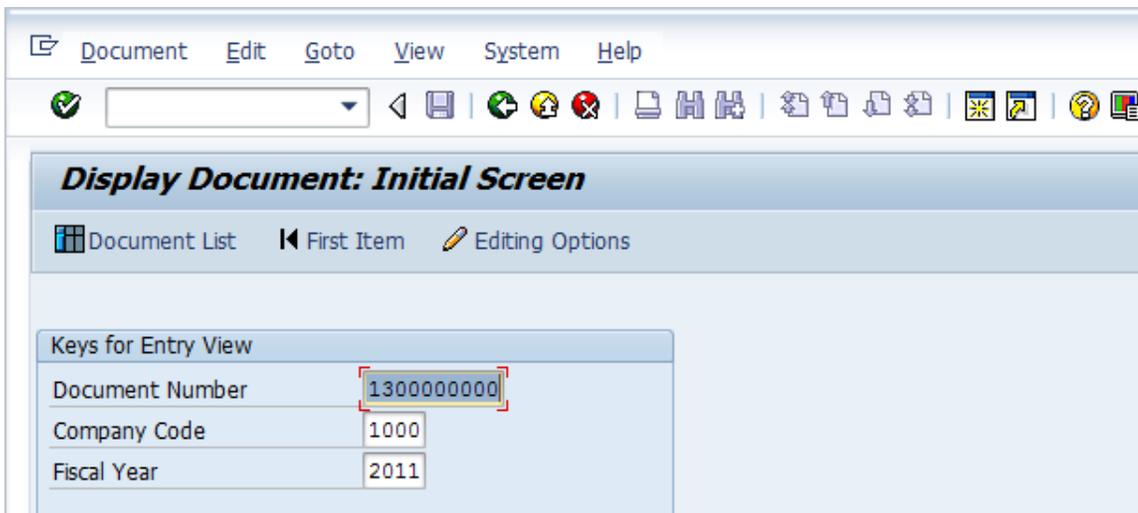
#### 4. Display accounting document

Transaction code: FB03

Open the accounting document display screen either by typing the T code mentioned above or through the drill down menu as shown below



Enter the document number, co. code, and fiscal year as shown below:



Press the enter button in the keyboard and View the document.

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

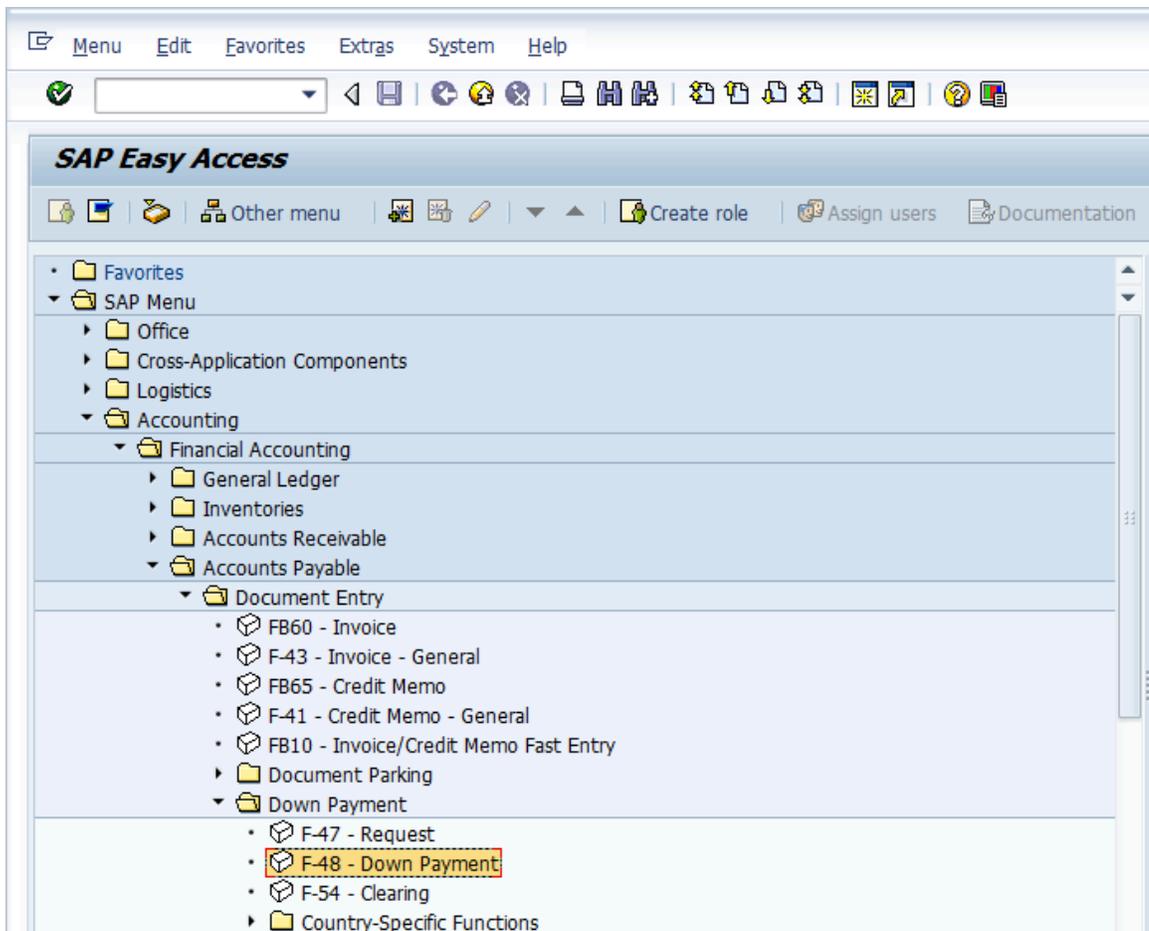
Document Number	1300000000	Company Code	1000	Fiscal Year	2011
Document Date	10.08.2011	Posting Date	25.08.2011	Period	5
Reference		Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	D	PK	S	Account	Description	Amount	Curr.	Profit Cent...	BusA	Text
10...	1	S	40		417012	Staff Welfare	5,000.00	INR	6100	6100	
	2	H	50		119009	Prov. for exp.	5,000.00-	INR		6100	

## 6. Posting of vendor advance

Transaction code: F-48

Open the vendor advance posting screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction vendor advance can be posted. Vendor advance is done through special gl indicator.

Before it starts, pl be sure that in Vendor Master there are two types of Tax Codes - 1 for Invoice & 2 for Payment, in payment Tax codes only Tax codes should assign & No % should be assigned, it is necessary for smooth running of F-54 Tcodes under which we adjust this advance

Enter the following details as shown below:

- Document date
- Posting date
- Reference & document header text (for additional information)
- Vendor account number
- Vendor spl GL indicator
- Bank account number
- Business area
- Profit center
- Check number in assignment field

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment: Header Data

New item Requests

Document Date	29.02.2012	Type	KZ	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	Advance to Vendor				
Trading Part.BA				Tax Report Date	

Vendor	
Account	1700015
Special G/L ind	A
Altern.comp.cde	

Bank	
Account	110000
Business Area	
Amount	1000
LC amount	
Bank charges	
LC bank charges	
Value Date	29.02.2012
Profit Center	
Text	Vendor Advance PAyment
Signature	

Press enter button in keyboard and enter the following details.

Enter the following details as shown below :

- Amount
- Business place/Section code
- Business area
- Profit center
- Purchase order number (If advance is made against purchase order number)
- Narration in long text

Document Edit Goto Extras Settings Environment System Help

More data New item Withholding tax

Vendor 1700015 A K Engineers & Constructions - Hir G/L Acc 271045  
 Company Code 1000 Gamaria  
 GKC Projects Limited

Item 2 / Down payment made / 29 A

Amount 1000 INR  
 Tax Amount  
 Tax Code V0  Calculate tax Bus./sectn B005  
 Bus. Area  
 Due on 31.03.2012  
 Pmnt Block  
 Discount %  
 Asset  
 Purch.Doc.  
 Contract /  
 Assignment  
 Text

Pmt Method  
 Disc. Amount  
 Real estate   
 Profit Ctr  
 Flow Type  
 Long Texts

Click on overview icon



Now the document will be in simulate mode as shown below.

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment Display Overview

New item Display Currency Requests Additional items

Document Date 29.02.2012 Type KZ Company Code 1000  
 Posting Date 29.02.2012 Period 11 Currency INR  
 Document Number INTERNAL Fiscal Year 2011 Translatn Date 29.02.2012  
 Reference TEST Cross-CC no.  
 Doc.Header Text Advance to Vendor Trading Part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0000110000 SBI-9565 M		1,000.00-	
002	29A	0001700015 A K Engineers & Con		1,000.00	V0

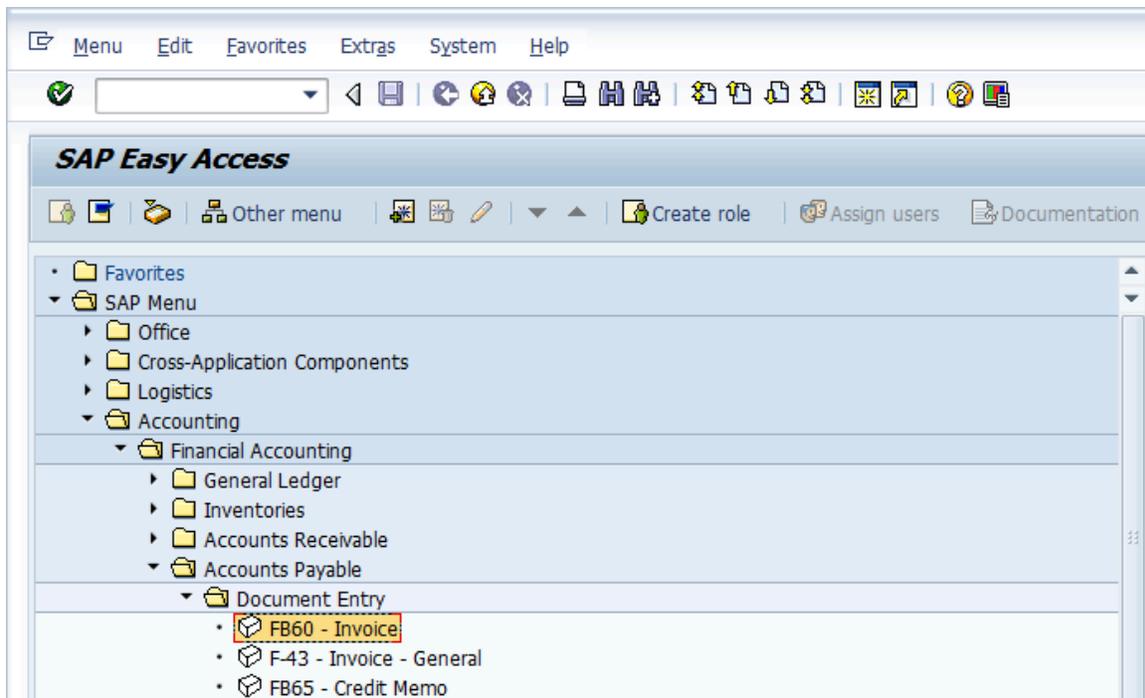
D 1,000.00 C 1,000.00 0.00 \* 2 Line items

Save the document .

## 7. Posting of vendor Invoice (FI)

Transaction code: FB60

Open the Vendor Invoice Posting screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction vendor invoice is posted without reference to purchase order.

Enter the following details as shown below:

- Vendor number
- Invoice date
- Posting date
- Amount
- Business place / Section code
- Text

Vendor related details are entered here.

Document Edit Goto Extras Settings Environment System Help

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 1700015 SGL Ind   
 Invoice date 29.02.2012 Reference TEST  
 Posting Date 29.02.2012  
 Cross-CC no.   
 Amount  INR  Calculate tax  
 Bus.place/sectn B005 / B005  
 Text Test Vendor Invoice  
 Paymt terms Due immediately  
 Baseline Date 29.02.2012  
 Company Code 1000 GKC Projects Limited Hyderabad

Vendor  
 Address  
 Mr. A K Engineers & Constructions - ...  
 Pritam Hotel.  
 Gamaria  
 666666 Saraikella Kharswan (Dist.)  
 Bank data: not available  
 OIs

1 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Tax jurisdictn code	V	Assignment
✓	405003	Excavation ...	Debit	1,000.00	1,000.00	1B			
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				

Enter the Expense related details as shown below:

- Expenditure account
- Debit/Credit option
- Amount
- Text
- Cost center
- Tax code
- Business area
- Profit center

### 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

BaselineDt 29.02.2012  Payt Terms  Days

Due on 29.02.2012  Days

CashDiscnt  INR  Days net

Disc.base  INR To be calcultd Fixed

Pmt Method  Pmnt Block Free for payment

Inv.ref.

Part. Bank  House Bank  /

Vendor

Address

Mr. A K Engineers & Constructions - ...  
 Pritam Hotel.  
 Gamaria  
 666666 Saraikella Kharswan (Dist.)

Bank data: not available

OIs

1 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	O...
✓	405003	Excavation ...	Debit	1,000.00		1000			2001		2001000002	
			Debit			1000						
			Debit			1000						
			Debit			1000						
			Debit			1000						

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Basic data Payment Details Tax Withholding tax Notes

G/L 115007 Vendor Hirs

Assign. Test

HeaderText Test

Bus. Area 2001 Tr.part.BA

Contract /

Plan. Lvl Flow Type

Plan. day

Bal. 0.00

Vendor

Address

Mr. A K Engineers & Constructions - ...  
Pritam Hotel.  
Gamaria  
666666 Saraikella Kharswan (Dist.)

Bank data: not available

OIs

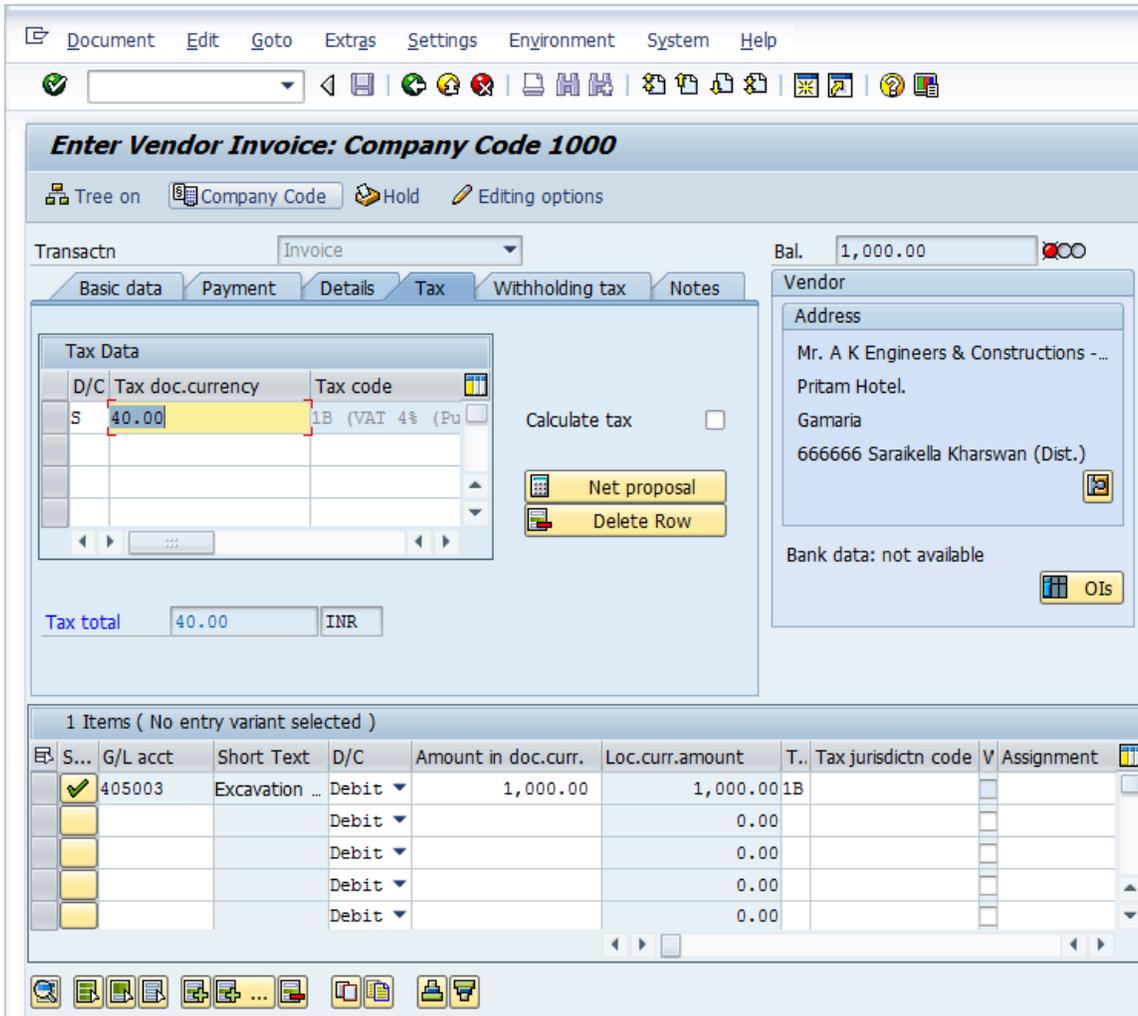
1 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	L...	Co...	Tradi...	Bu...	Pa...	Cost center	O...
✓	405003	Excavation ...	Debit	1,000.00		1000			2001		2001000002	
			Debit			1000						
			Debit			1000						
			Debit			1000						
			Debit			1000						

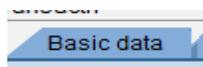
Net proposal

For tax calculation click on tab "Tax" as shown below and Click

Net proposal



Again click on basic data tab



Enter the total amount in vendor line item as shown below

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

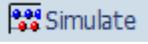
Basic data Payment Details Tax Withholding tax Notes

Vendor 1700015 SGL Ind   
 Invoice date 29.02.2012 Reference TEST  
 Posting Date 29.02.2012  
 Cross-CC no.   
 Amount 1,040.00 INR  Calculate tax  
 Bus.place/sectn B005 / B005  
 Text Test Vendor Invoice  
 Paymt terms Due immediately  
 Baseline Date 29.02.2012  
 Company Code 1000 GKC Projects Limited Hyderabad

Vendor  
 Address  
 Mr. A K Engineers & Constructions - ...  
 Pritam Hotel.  
 Gamaria  
 666666 Saraikella Kharswan (Dist.)  
 Bank data: not available  
 OIs

1 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V	Assignment
<input checked="" type="checkbox"/>	405003	Excavation ...	Debit	1,000.00	1,000.00	1B			
<input type="checkbox"/>			Debit		0.00				
<input type="checkbox"/>			Debit		0.00				
<input type="checkbox"/>			Debit		0.00				
<input type="checkbox"/>			Debit		0.00				

Click on simulate button 

View the document in simulate mode

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : KR ( Vendor Invoice ) Normal document

Doc. Number                      Company Code    1000                      Fiscal Year       2011

Doc. Date                      29.02.2012                      Posting Date    29.02.2012                      Period            11

Calculate Tax   

Ref.Doc.                      TEST

Doc. Currency    INR

Doc. Hdr Text    Test

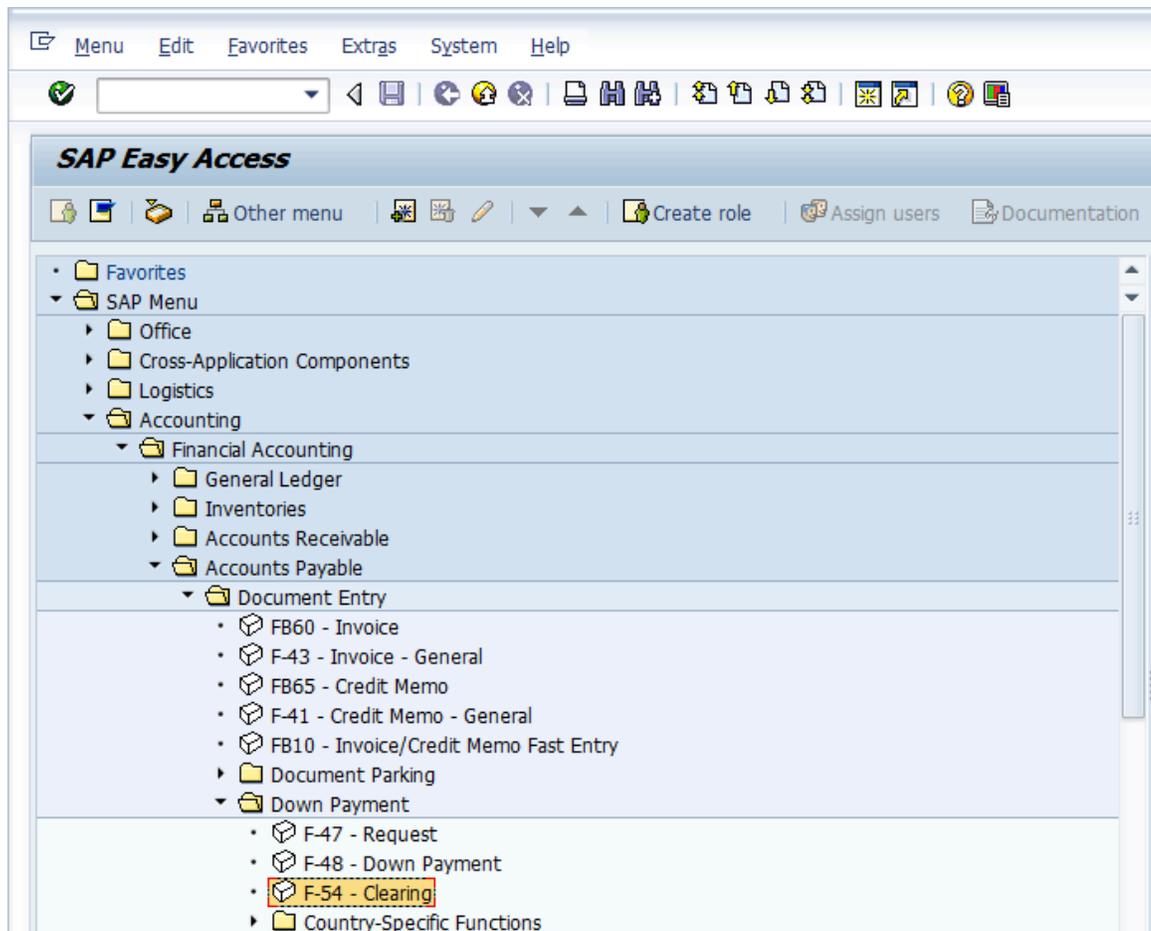
Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	1700015	A K Engineers & Cons	Test		1,040.00-
2	40	405003	Excavation works		1B	1,000.00
3	40	271012	Input VAT-Material		1B	40.00

Save the document 

## 8. Clearing of vendor advance

Transaction Code: F-54

Open the Vendor advance clearing screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction vendor advance which is posted is adjusted against the invoice.

Enter the following details as shown below:

- Document date
- Posting date
- Reference (if required)
- Document header text (if required)
- Vendor account number
- Invoice reference

Document Edit Goto Settings Environment System Help

Process down pmnts

Document Date	29.02.2012	Type	KA	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency/Rate	INR
Document Number		Translatn Date			
Reference	Test				
Doc.Header Text	Vendor Down Payment				
Trading Part.BA		Tax Report Date			

Vendor

Account	1300005
---------	---------

Relevant invoice

Invoice		Line item		Fiscal year	
---------	--	-----------	--	-------------	--

Transfer posting item(s) details

Assignment	
Text	

Click on “Process down pmnts” button. [Process down pmnts](#)

Enter the amount to be adjusted against the invoice, as shown below.

Document Edit Goto Settings Environment System Help

Clear Vendor Down Payment Choose down payments

Display Currency

Account 1300005 Currency INR

Document...	Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
1200000229	2	A		0			20,000.00	20,000.00	20,000.00
1200000230	2	A		0			25,000.00	25,000.00	
1200000228	2	A		0			15,000.00	15,000.00	
1200000045	2	A		0			99.00	99.00	
1200000098	2	A		0			5,000.00	5,000.00	
1200000217	2	A		0			225,000.00	225,000.00	
1200000236	2	A		0			50,000.00	50,000.00	
1200000187	2	A		0			54,321.00	54,321.00	
1200000196	2	A		0			230,000.00	230,000.00	

Display item 1 / 9

Total 20,000.00

If partial amount is adjusted, enter the partial amount in transfer posting column.

Go to document and select simulate option

Document Edit Goto Settings Environment System Help

Document Choose down payments

Account INR

Document...	Li...	S	Purchasing...	Item	Order	WBS Elem...	Amount	Available Amount
1200000229	2	A		0			20,000.00	20,000.00
1200000230	2	A		0			25,000.00	25,000.00
1200000228	2	A		0			15,000.00	15,000.00
1200000045	2	A		0			99.00	99.00
1200000098	2	A		0			5,000.00	5,000.00

Double click on blue line shown below

## Clear Vendor Down Payment Display Overview



### Clear Vendor Down Payment Display Overview

Supplement Display Currency Taxes Reset

Document Date	29.02.2012	Type	KA	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2011	Translatn Date	29.02.2012
Reference	TEST			Cross-CC no.	
Doc.Header Text	Vendor Down Payment			Trading Part.BA	

#### Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	39A	6100	0001300005 ABC Transport		20,000.00-	V0
002	26		0001300005 ABC Transport		20,000.00	V0

D 20,000.00      C 20,000.00      0.00 \*      2 Line items

#### Other line item

PstKy  Account  SGL Ind  TType  New co.code

Enter Text

Document Edit Goto Extras Settings Environment System Help

Clear Vendor Down Payment Correct Vendor item

Supplement More data Reset Withholding tax

Vendor 1300005 ABC Transport G/L Acc 115003  
 Company Code 1000 Hitech City  
 GKC Projects Limited Hyderabad

Item 2 / Payment difference / 26

Amount 20,000.00 INR  
 Calculate tax Bus.place/sectn B005 /   
 Bus. Area   
 Payt Terms  Days/percent  0.000 /  /   
 Bline Date 29.02.2012 Fixed   
 Disc. base 0.00 Disc. Amount 0.00  
 Invoice ref.  /  / 0  
 Pmnt Block  Pmt Method   
 Assignment   
 Text Test Vendor Down Payment

Next line item

PstKy  Account  SGL Ind  TType  New co.code

Click on overview button



Now the entry is clear and ready to post.

Document Edit Goto Extras Settings Environment System Help

Clear Vendor Down Payment Display Overview

Display Currency Taxes Reset

Document Date 29.02.2012 Type KA Company Code 1000  
 Posting Date 29.02.2012 Period 11 Currency INR  
 Document Number INTERNAL Fiscal Year 2011 Translatn Date 29.02.2012  
 Reference TEST Cross-CC no.  
 Doc.Header Text Vendor Down Payment Trading Part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	39A	6100 0001300005	ABC Transport	20,000.00-	V0
002	26	0001300005	ABC Transport	20,000.00	V0

D 20,000.00 C 20,000.00 0.00 \* 2 Line items

Other line item

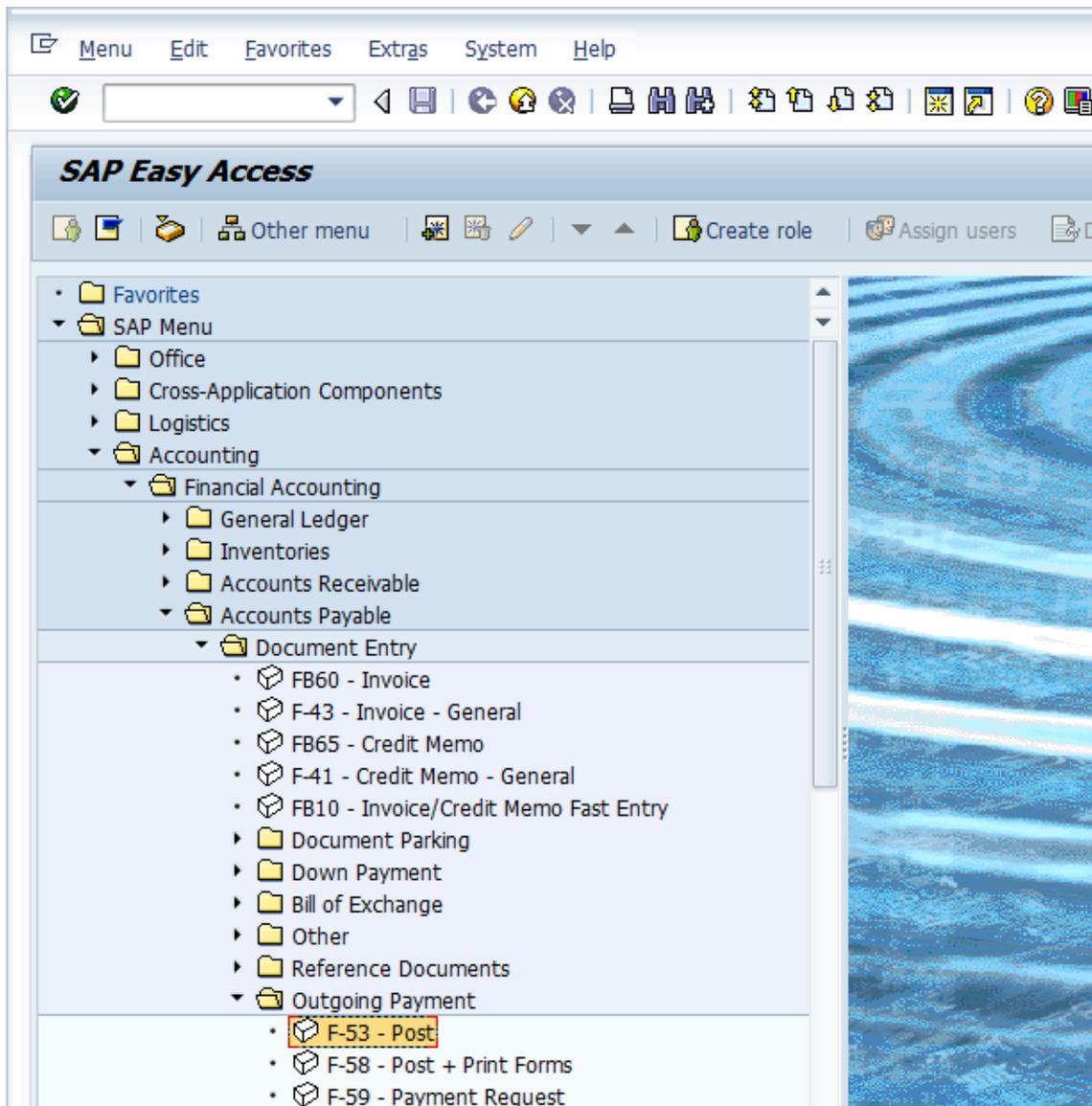
PstKy count SGL Ind TType New co.code

Click on save button .

## 9. Vendor final payment

Transaction Code: F-53

Open the Vendor payment screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction vendor payment can be done against the bill.

Enter the following details as shown below:

- Document date
- Posting date
- Reference (if required)
- Doc. Header text (if required)
- Bank GL account number
- Amount
- Business area
- Profit center
- Assignment
- Text
- Vendor account number

**Post Outgoing Payments: Header Data**

Process open items

Document Date	29.02.2012	Type	KZ	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	Vendor Outgoing Payment			Trading Part.BA	
Clearing text					

**Bank data**

Account	110000	Business Area	
Amount	9800	Amount in LC	
Bank charges		LC bank charges	
Value Date	29.02.2012	Profit Center	
Text		Assignment	

Open item selection	Additional selections
Account	<input checked="" type="radio"/> None
Account Type	<input type="radio"/> Amount
Special G/L ind	<input type="radio"/> Document Number
Pmnt advice no.	<input type="radio"/> Posting Date
<input type="checkbox"/> Distribute by age	<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic search	<input type="radio"/> Others

Click **Process open items**

Here there are three options Standard/ Partial/ Residual. Select the appropriate option.

Select the invoice against which payment is made

Document Edit Goto Settings Environment System Help

Post Outgoing Payments Process open items

Distribute Difference Write Off Difference Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withhldg tax

Account items 1200005 AKG Ltd

Document...	D.	Document...	P..	Bu...	Da...	INR Gross	Cash discnt	CDPer.
900000003	KA	31.08.2011	26		183	980.00		
900000114	KA	20.09.2011	26		162	60,000.00		
1000000003	KG	09.09.2011	21	2001	173	43,642.92		
1100000003	KR	30.08.2011	31	6100	183	9,600.00-		
1100000115	KR	29.09.2011	31	6100	153	490,000.00-		
1400000016	SK	15.09.2011	25	6100	167	1,000.00		
1400000175	SK	25.09.2011	35	6100	157	1,000.00-		
5100000037	RE	12.09.2011	31	5001	170	3,087.00-		
5100000089	RE	25.09.2011	31	2001	157	2,702,350.00-		

Editing status

Number of items	22	Amount entered	9,600.00-
Display from item	1	Assigned	9,600.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Click on invoice document number and advance clearing document number and select simulate option as shown below

Document Edit Goto Settings

- Other document Shift+F5
- Change
- Display
- Simulate**
- Reset
- Post Ctrl+S
- Exit Shift+F3

Check the entry in simulate mode as shown below

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date 29.02.2012 Type KZ Company Code 1000  
 Posting Date 29.02.2012 Period 11 Currency INR  
 Document Number INTERNAL Fiscal Year 2011 Translatn Date 29.02.2012  
 Reference TEST Cross-CC no.  
 Doc.Header Text Vendor Outgoing Payment Trading Part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	6100 0000110000		9,600.00-	
002	25	6100 0001200005		9,800.00	
003	50	6100 0000128014		200.00-	
D 9,800.00				C 9,800.00	0.00 * 3 Line items

Other line item

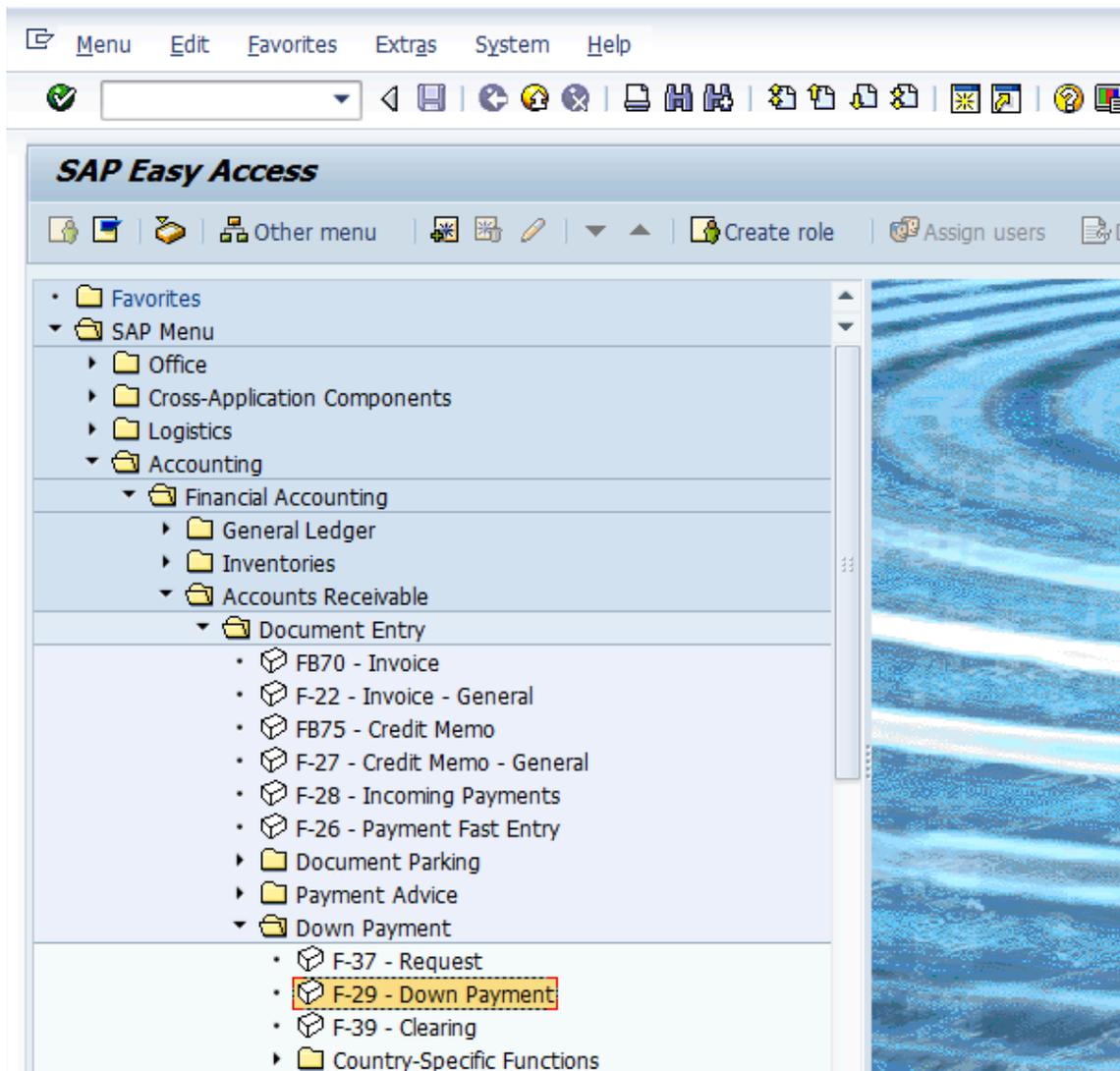
PstKy  Account  SGL Ind  TType  New co.code

Click on save button  .

### Customer advance posting

Transaction code: F-29

Open the customer master create screen either by typing the T code mentioned above or through the drill down menu as shown below.



In this transaction customer advance can be posted. Customer advance is done through special gl indicator.

Enter the following details as shown below:

- Document date
- Posting date
- Reference & document header text (for additional information)
- Customer account number
- Customer spl GL indicator
- Bank account number
- Amount
- Business area
- Profit center
- Check number in assignment field

Document Edit Goto Extras Settings Environment System Help

Post Customer Down Payment: Header Data

New item Requests

Document Date	29.02.2012	Type	DZ	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	Customer Payment				
Trading Part.BA				Tax Report Date	

Customer	
Account	C-2001
Special G/L ind	A
Altern.comp.cde	

Bank	
Account	110000
Business Area	
Amount	1000
LC amount	
Bank charges	
LC bank charges	
Value Date	29.02.2012
Profit Center	
Text	Customer Advance Receipt
Signature	

Press enter button in keyboard and enter the following details.

Enter the following details as shown below :

- Amount
- Business area
- Profit center
- Sales doc. (If advance is made against Sales order number)
- Text

Document Edit Goto Extras Settings Environment System Help

Post Customer Down Payment Add Customer item

More data New item Withholding tax

Customer C-2001 Dhanbad Plant G/L Acc 119002  
 Company Code 1000  
 GKC Projects Limited Dhanbad

Item 2 / Down pmnt received / 19 A

Amount 1000 INR  
 Calculate tax  
 Bus./sectn  
 Bus. Area 2001  
 Discount %  
 Asset  
 Disc. Amount  
 Purch.Doc.  
 Real estate   
 Profit Ctr Flow Type   
 Contract /  
 Assignment  
 Text Long Texts

Click on overview icon 

Now the document will be in simulate mode as shown below.

Document Edit Goto Extras Settings Environment System Help

Post Customer Down Payment Display Overview

New item Display Currency Requests Additional items

Document Date	29.02.2012	Type	DZ	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2011	Translatn Date	29.02.2012
Reference	TEST	Cross-CC no.		Trading Part.BA	
Doc.Header Text	Customer Payment				

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0000110000 SBI-9565 M		1,000.00	
002	19A 2001 C-2001	Dhanbad Plant		1,000.00-	

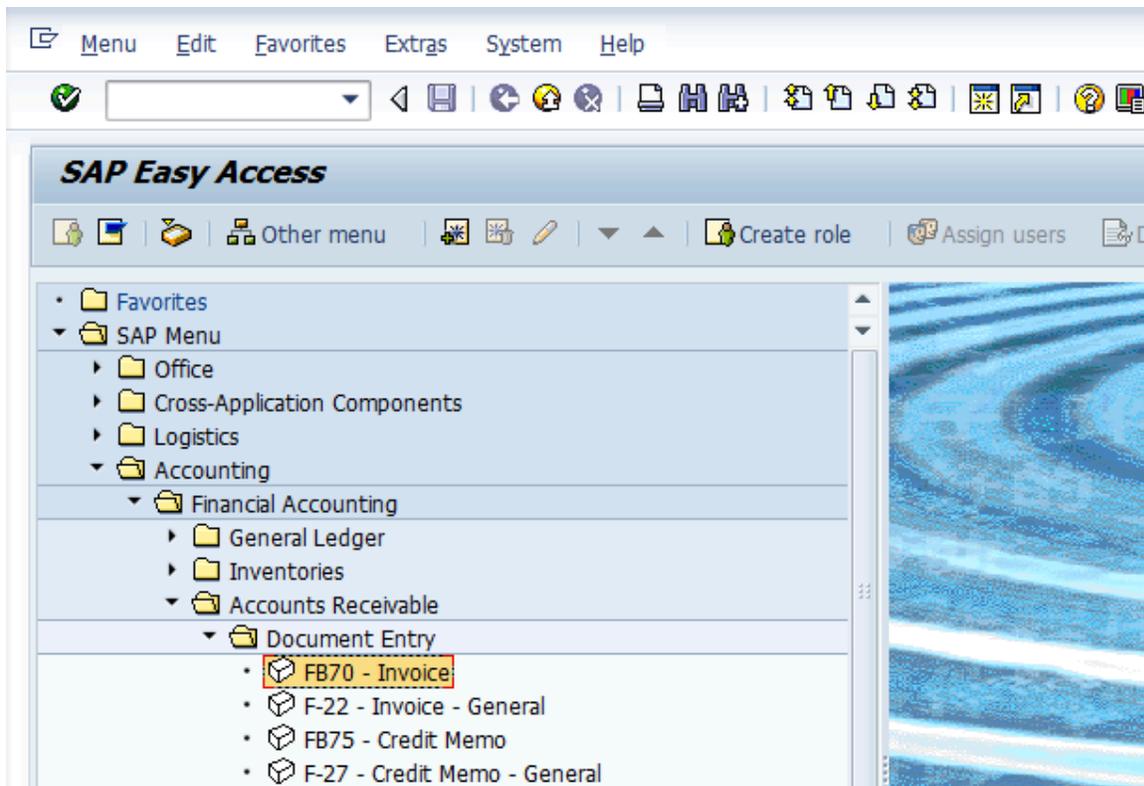
D 1,000.00 C 1,000.00 0.00 \* 2 Line items

Save the document .

### 13. Posting of customer Invoice (FI)

Transaction code: FB70

Open the customer Invoice Posting screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction customer invoice is posted without reference to sales order.

Enter the following details as shown below:

- Customer number
- Invoice date
- Posting date
- Reference
- Amount
- Text

Customer related details are entered here.

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Bal. 0.00

Customer Address: Dhanbad Plant, Dhanbad

OIs Bank data: not available

Basic data Payment Details Tax Withholding tax Notes

Customer: C-2001 SGL Ind:  Invoice date: 29.02.2012 Reference: TEST Posting Date: 29.02.2012 Cross-CC no.: Amount: 1,000.00 INR  Calculate tax Tax Amount: Bus.place/sectn: B005 / B005 Text: Test Customer Invoice Paymt terms: Due immediately Baseline Date: 29.02.2012 Company Code: 1000 GKC Projects Limited Hyderabad

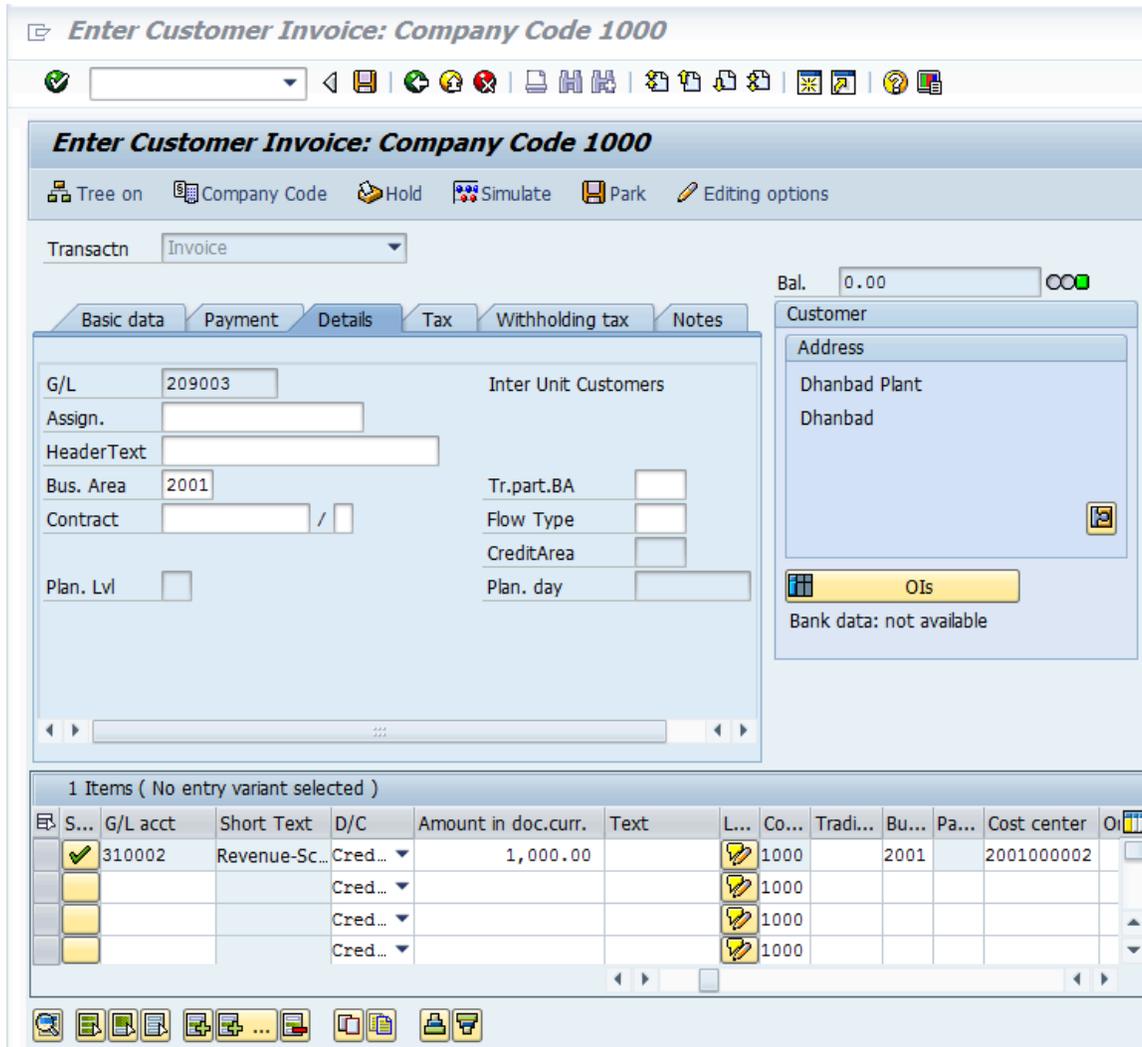
1 Items ( No entry variant selected )

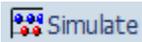
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V	Assignment
<input checked="" type="checkbox"/>	310002	Revenue-Sc...	Cred...	1,000.00	1,000.00	V0			
<input type="checkbox"/>			Cred...		0.00				
<input type="checkbox"/>			Cred...		0.00				
<input type="checkbox"/>			Cred...		0.00				

Enter the revenue related details as shown below:

- Revenue account
- Debit/Credit option
- Amount
- Text
- Cost center
- Tax code
- Business area
- Profit center

Go to “details” tab and enter business area for customer.



Click on simulate button 

Now the document is in simulate mode as shown below.

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number                      Company Code      1000                      Fiscal Year      2011  
 Doc. Date                      29.02.2012                      Posting Date      29.02.2012                      Period                      11  
 Calculate Tax                        
 Ref.Doc.                      TEST  
 Doc. Currency                      INR  
 Doc. Hdr Text                      Test

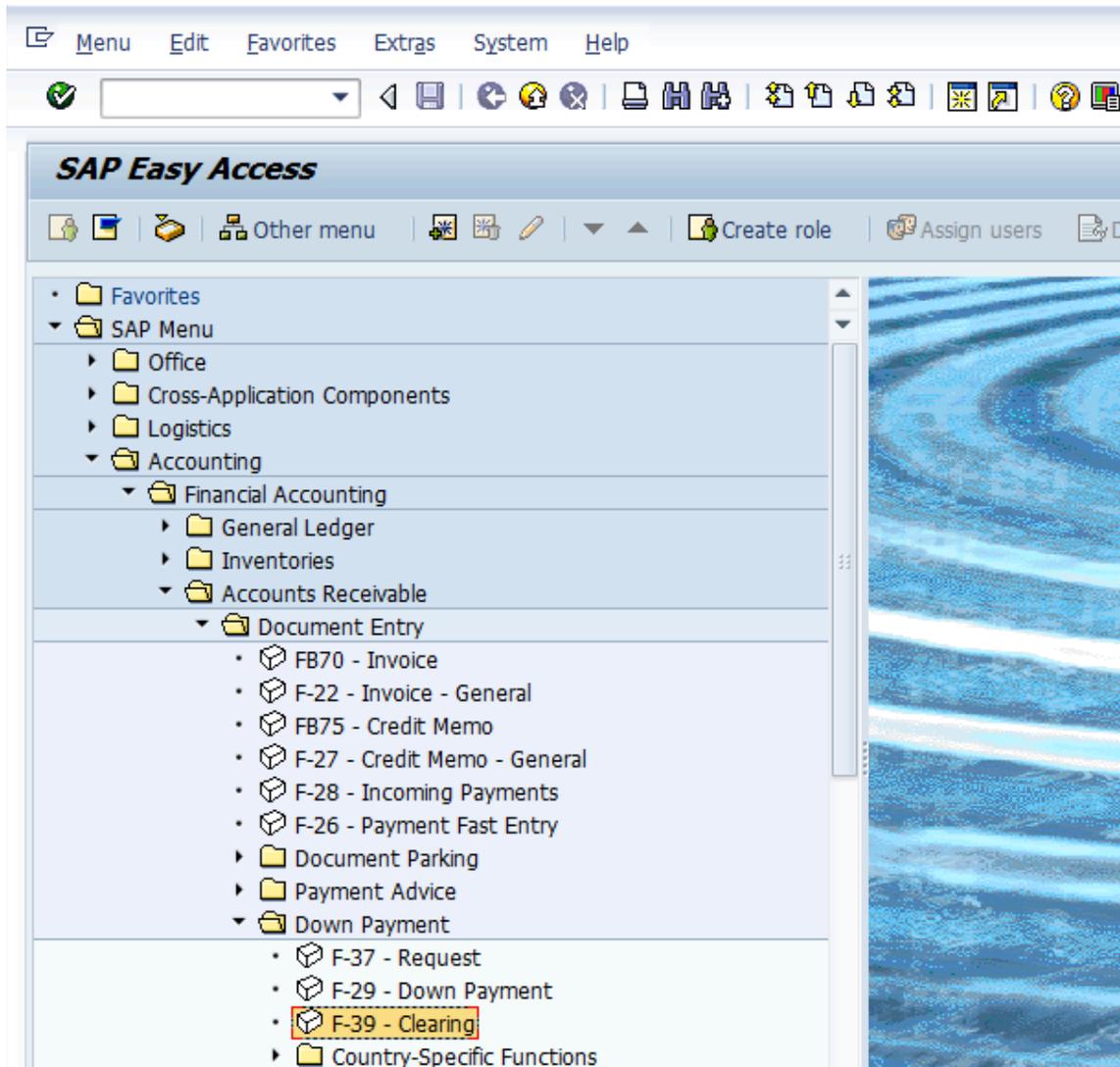
Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	01	C-2001	Dhanbad Plant	Test		1,000.00
2	50	310002	Revenue-Scrap		V0	1,000.00-

Click on save button  .

### 14. Customer advance clearing

Transaction code: F-39

Open the customer advance clearing screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction customer advance which is posted is adjusted against the invoice.

Enter the following details as shown below:

- Document date
- Posting date
- Reference (if required)
- Document header text (if required)
- Customer account number
- Invoice reference

**Clear Customer Down Payment: Header Data**

Process down pmnts

Document Date	01.03.2012	Type	DA	Company Code	1000
Posting Date	01.03.2012	Period	12	Currency	INR
Document Number		Translatn Date			
Reference	Test				
Doc.Header Text	Customer DownPayment				
Trading Part.BA		Tax Report Date			

**Customer**

Account	100015
---------	--------

**Relevant invoice**

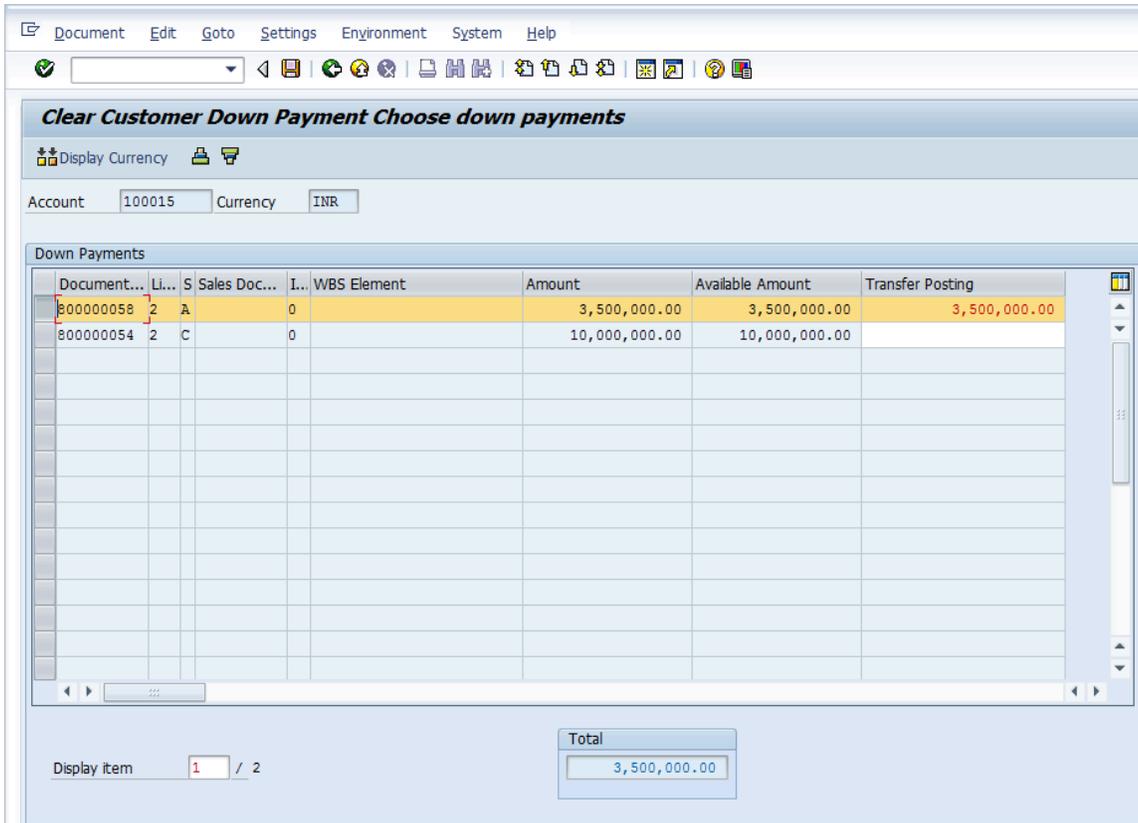
Invoice ref.		Line item		Fiscal year	2011
--------------	--	-----------	--	-------------	------

**Transfer posting item(s) details**

Assignment	
Text	Customer Clearing Document

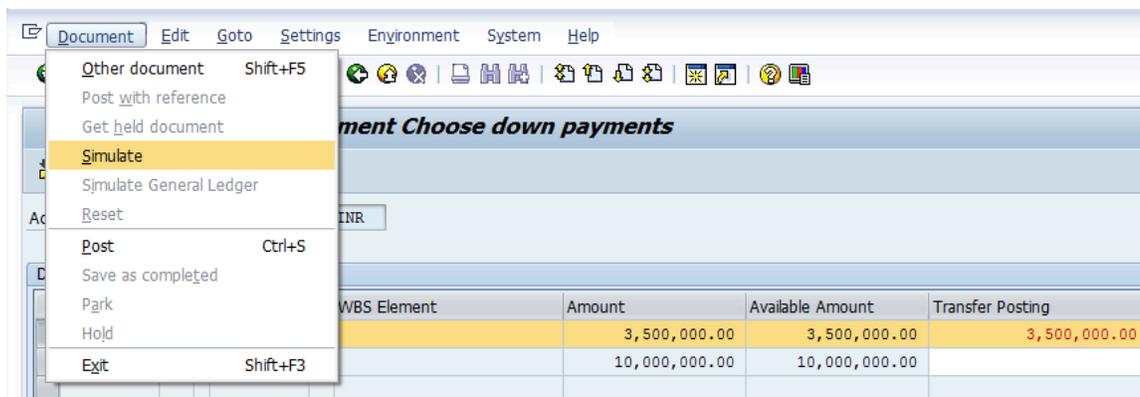
Click on “Process down pmnts” button. [Process down pmnts](#)

Enter the amount to be adjusted against the invoice, as shown below.



If partial amount is adjusted, enter the partial amount in transfer posting column.

Go to document and select simulate option



Document Edit Goto Extras Settings Environment System Help

Clear Customer Down Payment Display Overview

Display Currency Taxes Reset

Document Date	29.02.2012	Type	DA	Company Code	1000
Posting Date	29.02.2012	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2011	Translatn Date	29.02.2012
Reference	TEST	Cross-CC no.		Trading Part.BA	
Doc.Header Text	Customer Payment				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	09A	2001	0000100015	GKC SEL Joint Ventu	3,500,000.00	
002	16		0000100015	GKC SEL Joint Ventu	3,500,000.00-	

D 3,500,000.00      C 3,500,000.00      0.00 \*      2 Line items

Other line item

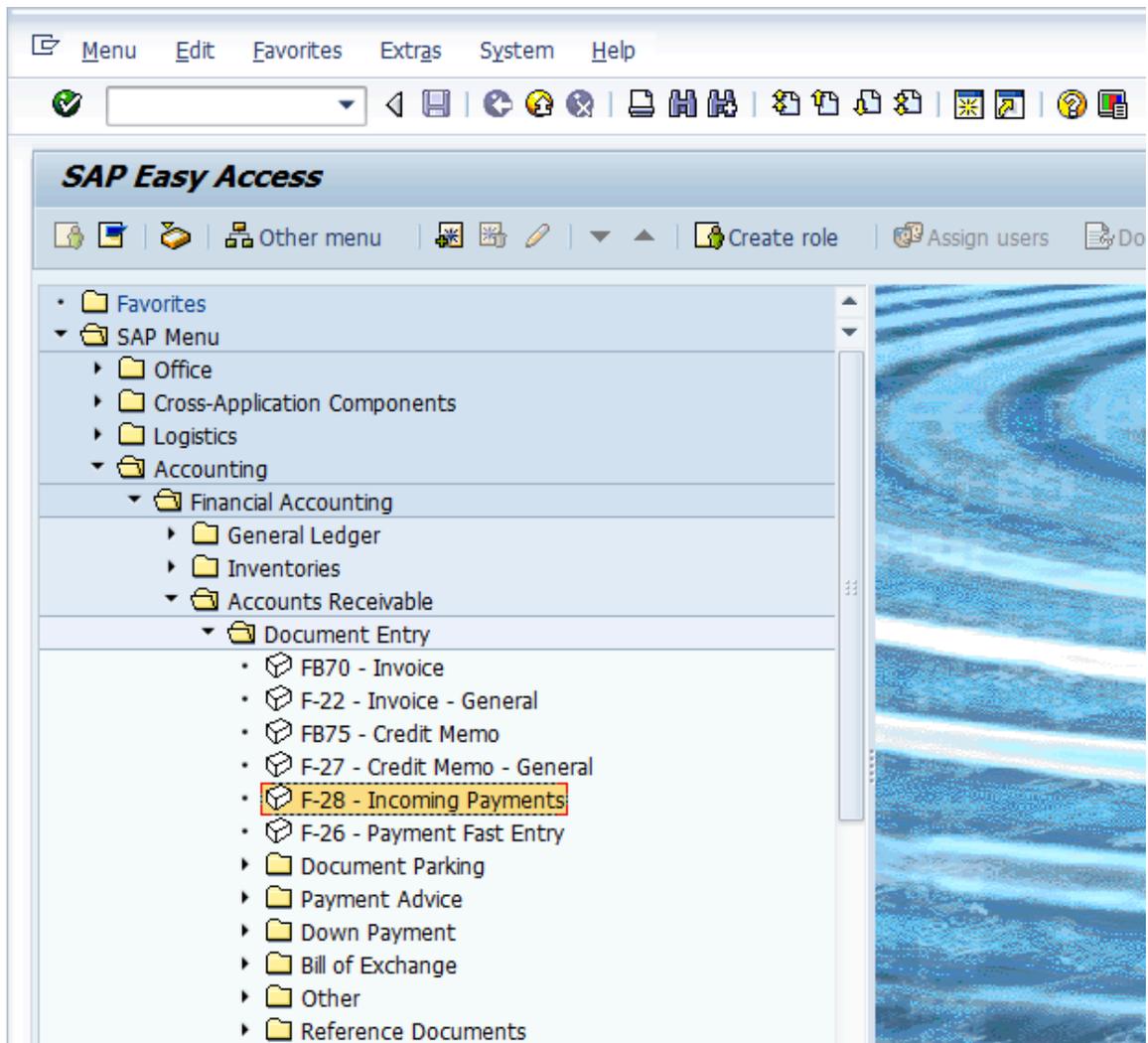
PstKy  count  SGL Ind  TType  New co.code

Click on save button  .

## 15. Customer payment receipt

Transaction code: F-28

Open the Customer payment receipt screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction customer payment receipt can be done against the bill.

Enter the following details as shown below:

- Document date
- Posting date
- Reference (if required)
- Doc. Header text (if required)
- Bank GL account number
- Amount
- Business area
- Profit center
- Assignment
- Text
- Customer account number

Document Edit Goto Settings System Help

Process open items

**Post Incoming Payments: Header Data**

Document Date 01.03.2012 Type DZ Company Code 1000  
 Posting Date 01.03.2012 Period 12 Currency/Rate INR  
 Document Number Reference Test Translatn Date  
 Doc.Header Text Customer Payment Cross-CC no. Trading Part.BA  
 Clearing text

**Bank data**

Account 110000 Business Area  
 Amount 130000 Amount in LC  
 Bank charges LC bank charges  
 Value Date 01.03.2012 Profit Center  
 Text Incoming Payment Assignment

**Open item selection**

Account 100005  
 Account Type D  Other accounts  
 Special G/L ind  Standard OIs  
 Pmnt advice no.  
 Distribute by age  
 Automatic search

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

Click on process open items button [Process open items](#)

Here there are three options Standard/ Partial/ Residual. Select the appropriate option.  
 Select the invoice against which payment is made

Document Edit Goto Settings Environment System Help

Post Incoming Payments Process open items

Distribute Difference Write Off Difference Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withldg tax

Account items 100005 SEL

Document...	D.	Document...	P..	Bu...	Da...	INR Gross	Cash discont	CDPer.
6100000126	RV	01.04.2011	01	5001	335	30,000.00		
6100000027	RV	10.09.2011	01	2001	173	26,105.35		
6100000030	RV	11.09.2011	01	2001	172	14,484.00		
6100000031	RV	11.09.2011	01	2001	172	16,422.00		
6100000032	RV	11.09.2011	01	2001	172	16,512.00		
6100000033	RV	12.09.2011	01	5001	171	4,000.00		
1400000013	SK	15.09.2011	15	6100	168	1,000.00-		
700000002	DR	17.09.2011	01	6100	166	130,000.00		
600000000	DG	19.12.2011	11	2001	73	100.00-		

Editing status

Number of items	12	Amount entered	130,000.00
Display from item	1	Assigned	130,000.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Click on invoice document number and advance clearing document number and select simulate option as shown below

Document Edit Goto Settings Environment System Help

Other document SHR-F3

Post gdt reference

Clear document

Simulate

Print

Exit

Save as completed

Print

Print

Exit

SHR-F3

ment Choose down payments

INR

Order	Item	Amount	Available Amount	Transfer Posting
		25,000.00	25,000.00	
<b>Total</b>		25,000.00		

Display Item 1

Total 25,000.00

SAP's screen grabber: Pop-up screen for grabbing, then press 'GAB'

OK Exit

Check the entry in simulate mode as shown below

Document Edit Goto Extras Settings Environment System Help

Post Incoming Payments Display Overview

Display Currency Taxes Reset

Document Date 01.03.2012 Type DZ Company Code 1000  
 Posting Date 01.03.2012 Period 12 Currency INR  
 Document Number INTERNAL Fiscal Year 2011 Translatn Date 01.03.2012  
 Reference TEST Cross-CC no.  
 Doc.Header Text Customer Payment Trading Part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	6100 0000110000 SBI-9565 M		130,000.00	
002	15	6100 0000100005 SEL		130,000.00-	

D 130,000.00 C 130,000.00 0.00 \* 2 Line items

Other line item

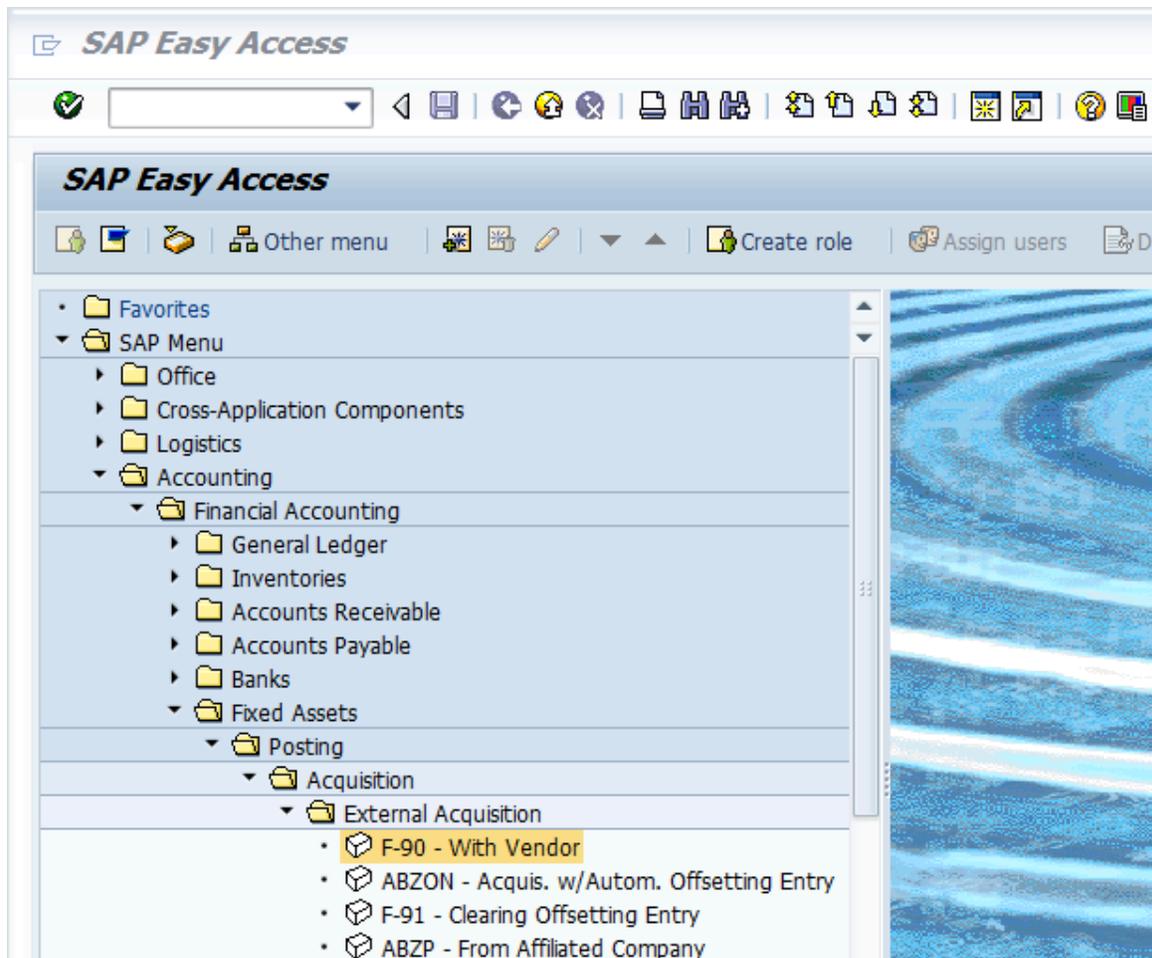
PstKy count SGL Ind TType New co.code

Click on save button .

## 17. Asset acquisition

Transaction code: F-90

Open the asset acquisition creation screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction asset acquisition is done.

Enter the following details as shown below

- Document date
- Posting date
- Reference (optional)
- Doc. Header text (optional)
- Vendor code

Document Edit Goto Extras Settings Environment System Help

Acquisition from purchase w. vendor: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date	01.03.2012	Type	KR	Company Code	1000
Posting Date	01.03.2012	Period	12	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	Asset Purchase				
Trading Part.BA					

First line item

PstKy	31	count	1200005	SGL Ind		TType	
-------	----	-------	---------	---------	--	-------	--

Press enter button and enter the following details as shown below

- Amount
- Business area
- Text
- Debit posting key for asset
- Asset code
- Transaction type

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Add Vendor item

More data Acct model Fast Data Entry Taxes Withholding tax

Vendor 1200005 AKG Ltd G/L Acc 115001  
 Company Code 1000  
 GKC Projects Limited

Item 1 / Invoice / 31

Amount 1000 INR  
 Calculate tax Bus.place/sectn B005 / B005  
 Bus. Area 2001  
 Payt Terms 0001 Days/percent / /  
 Bline Date 01.03.2012 Fixed  
 Disc. base Disc. Amount / /  
 Pmnt Block Invoice ref. / /  
 Assignment Test Pmt Method  
 Text Asset Purchase Test Long Texts

Next line item

PstKy 70 Account 1300001-0 SGL Ind TType 100 New co.code

Press enter button and enter the following details as shown below

- Amount
- Text

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Add Asset item

More data Acct model Fast Data Entry Taxes

G/L Account 200002 Buildings  
 Company Code 1000 GKC Projects Limited Trans.Type 120  
 Asset 1300001 0 Assets-AS91

Item 2 Debit asset / 70 External asset acqui / 100

Amount 1000 INR  
 Calculate tax  
 Bus.place/sectn B005 / B005

WBS Element  
 Asset 1300001 0 More  
 Assignment  
 Text Asset Being Purchased Long Texts

Next line item  
 PstKy Account SGL Ind TType New co.code

Click on overview button   
 Now the document is in simulate mode. Check the entry and post the document.

**Enter Vendor Invoice: Display Overview**

Display Currency    Park document    Acct model     Fast Data Entry     Taxes

Document Date: 01.03.2012    Type: KR    Company Code: 1000  
 Posting Date: 01.03.2012    Period: 12    Currency: INR  
 Document Number: INTERNAL    Fiscal Year: 2011    Translatn Date: 01.03.2012  
 Reference: TEST    Cross-CC no.:  
 Doc.Header Text: Asset Purchase    Trading Part.BA:

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	31	2001	0001200005	AKG Ltd	1,000.00-	
002	70	6300	0000200002	000001300001 0000	1,000.00	

D 1,000.00    C 1,000.00    0.00 \*    2 Line items

Other line item

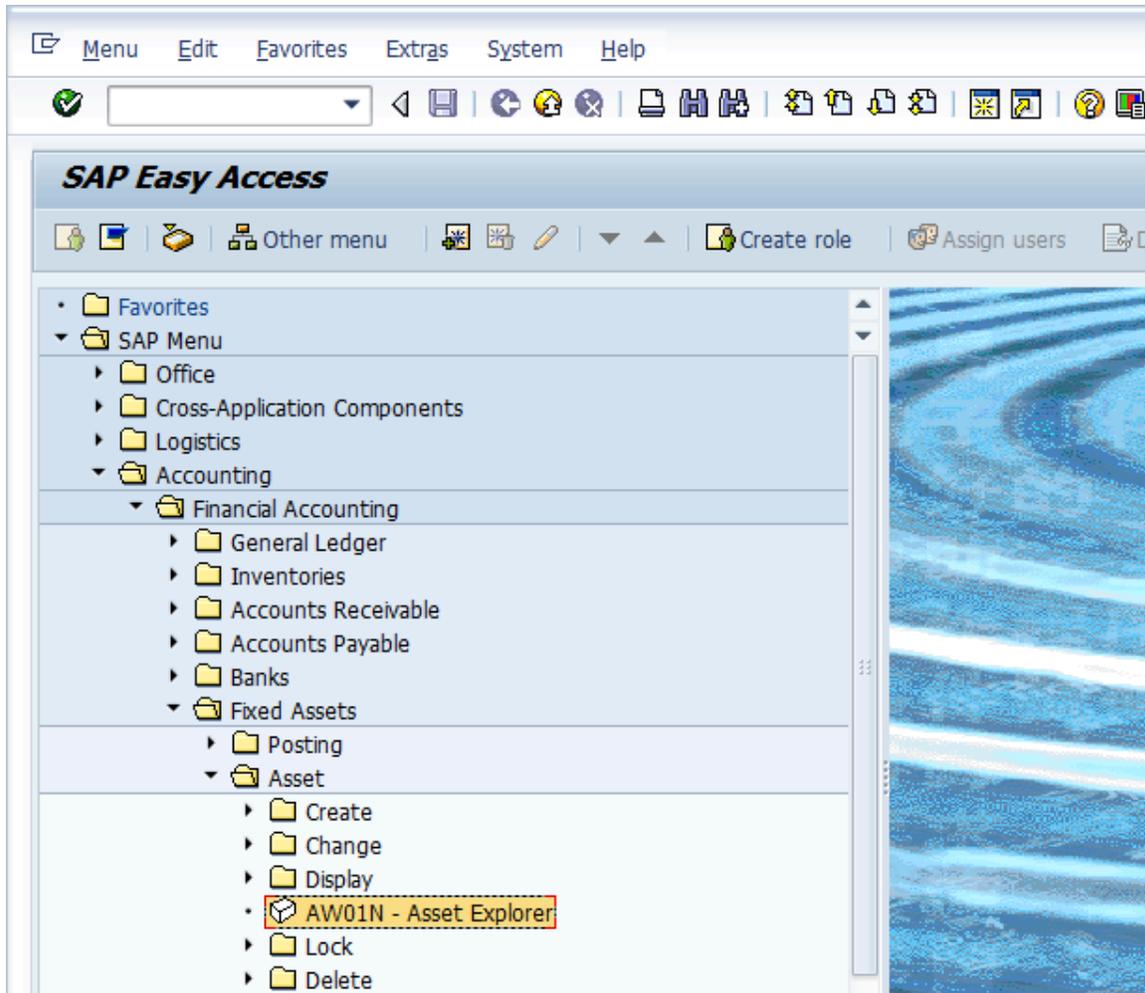
PstKy     Account     SGL Ind     TType     New co.code

Click on save button .

## 18. Check asset overview

Transaction code: AW01n

Open the asset asset overview either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction code all the values like acquisition value, planned depreciation, actual depreciation , transfer value etc..can be displayed for a asset.

Enter the following details as shown below

- Co.code
- Asset number
- Year

Asset Explorer

Asset 1000-1400004/0000

Company Code: 1000 (highlighted) GKC Projects Limited

Asset: 1400004 0 excavator

Fiscal year: 2011

Planned values Book depreciation

Value	Fiscal year sta...	Change	Year-end	Crcy
APC transactions		2,265,000.00	2,265,000.00	INR
Investment support				INR
Revaluation APC				INR
Acquisition value		2,265,000.00	2,265,000.00	INR
Ordinary deprec.		142,084.19-	142,084.19-	INR

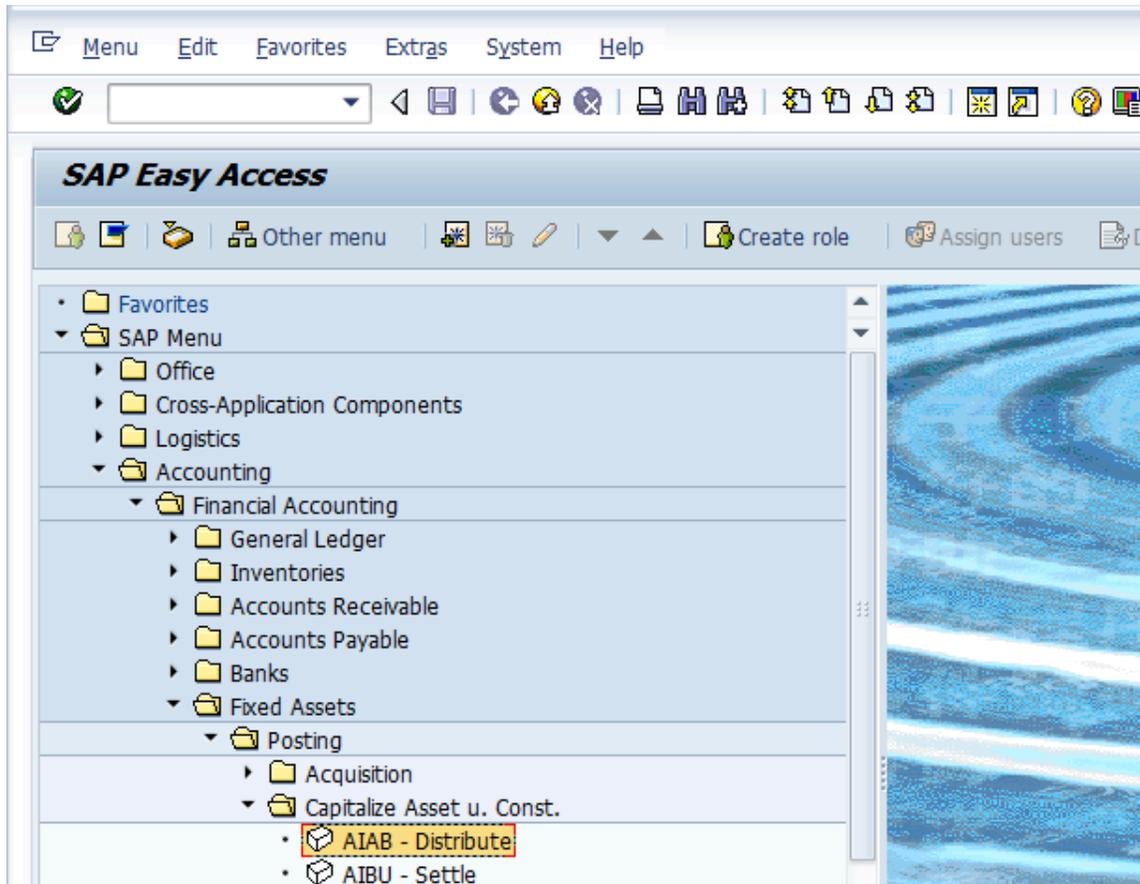
Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy
11.09.2011	2,140,000.00	346	Acquirng transfer of curr-yr acquis. from AuC	INR
11.09.2011	50,000.00	100	External asset acquisition	INR
11.09.2011	70,000.00	100	External asset acquisition	INR
11.09.2011	5,000.00	105	Credit memo in invoice year	INR

## 19. AUC settlement to main asset

Transaction code: AIAB

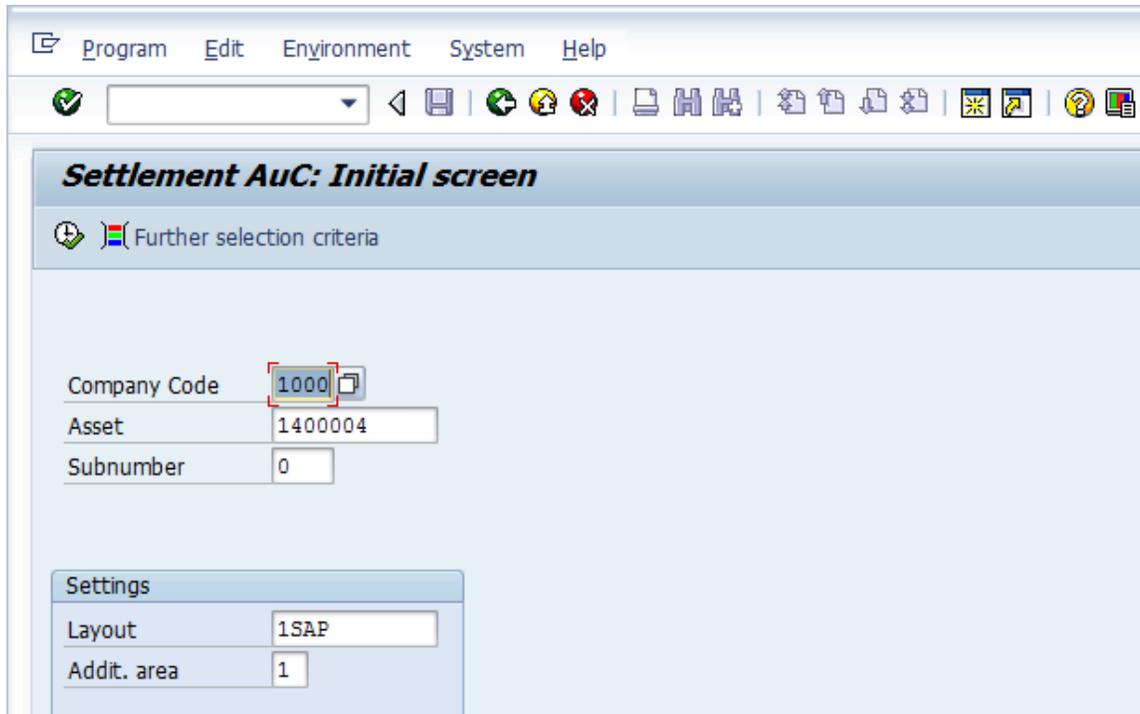
Open the AUC settlement screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction AUC will be capitalized. All the values in the AUC will be Transferred to main asset. It can be capitalized partially or in full.

Enter the following details as shown below

- Co. Code
- Asset number ( here AUC number should be given)



Click on execute button .

After clicking on the execute button, the system shows the number of line items in the AUC as shown below

**Settlement AuC: Line item list**

Company code: 1000  
 Asset: 1400004 excavator  
 Sub-number: 0

Status	DRG	Assign.	DocumentNo	Doc. Date	TType	AssetValDate	Σ Amount posted
○○○			100000005	10.09.2011	346	11.09.2011	2,140,000.00
○○○			110000018	09.09.2011	100		50,000.00
○○○			110000020		100		70,000.00
○○○			110000032	17.09.2011	105		5,000.00
							<b>Σ 2,265,000.00</b>

Select the line item and click on “  Enter ” as shown below

Company code 1000									
Asset 8148002		AUC Machinel							
Sub-number 0									
<hr/>									
	Status	D...	Assign.	DocumentNo	Doc. Date	TType	AsstVal date	ε	Amount
				900254	01.04.2009	100	01.04.2009		100,000.00
									■ 100,000.00

After clicking on  Enter option, system shows a blank screen. Enter the following fields as shown below

- Cat (category)
- Settlement receiver ( Fixed asset number to which AUC is to be settled)
- % ( percentage of AUC to be capitalized)

Settlement rule Edit Goto System Help

### Maintain Settlement Rule: Overview

Fixed asset   excavator

Actual settlement

Distribution rule group 1

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	No.	S...	Fro...	From...	To ...	To Fi...
FXA	<input type="text" value="1400004-0"/>	excavator	100.00		1					

Click on back button  or use function key F3 in key board

Now the line item will turn to green colour. Again select the line item and click on  Settlement option.

List Edit Goto Settings Environment System Help

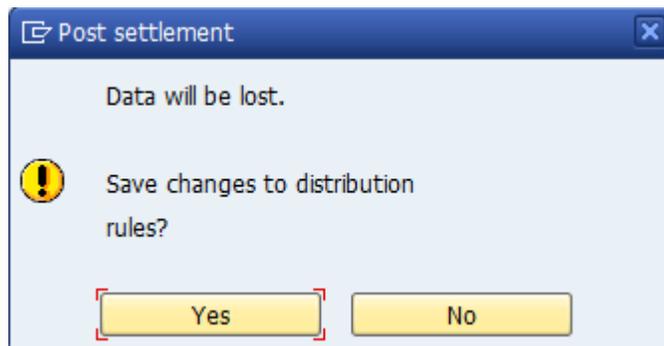
**Settlement AuC: Line item list**

Enter Detach Settlement

Company code 1000  
 Asset 1400004 excavator  
 Sub-number 0

Status	DRG	Assign.	Document..	Doc. Date	TType	AsstValDat	Σ Amount posted
	1		100000005	10.09.2011	346	11.09.2011	2,140,000.00
			110000018	09.09.2011	100		50,000.00
			110000020		100		70,000.00
			110000032	17.09.2011	105		5,000.00
							<b>2,265,000.00</b>

Now save the Distribution rules.



Click on “Yes” option. System will show AUC settlement screen. Enter the following details as shown below

- Company code
- Asset ( AUC Code)
- Document date
- Asset value date
- Posting date
- Text.
- Select the check box  Test Run
- Select the check box  Detail List

Settlement Edit Goto Extras Environment System Help

Execute Line Items

Company code 1000  
 Asset 1400004  
 Sub-number 0

**Date specifications**

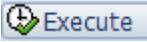
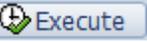
Document Date 01.03.2012  
 Asset Val. Date 01.03.2012  
 Posting Date 01.03.2012  
 Period 12

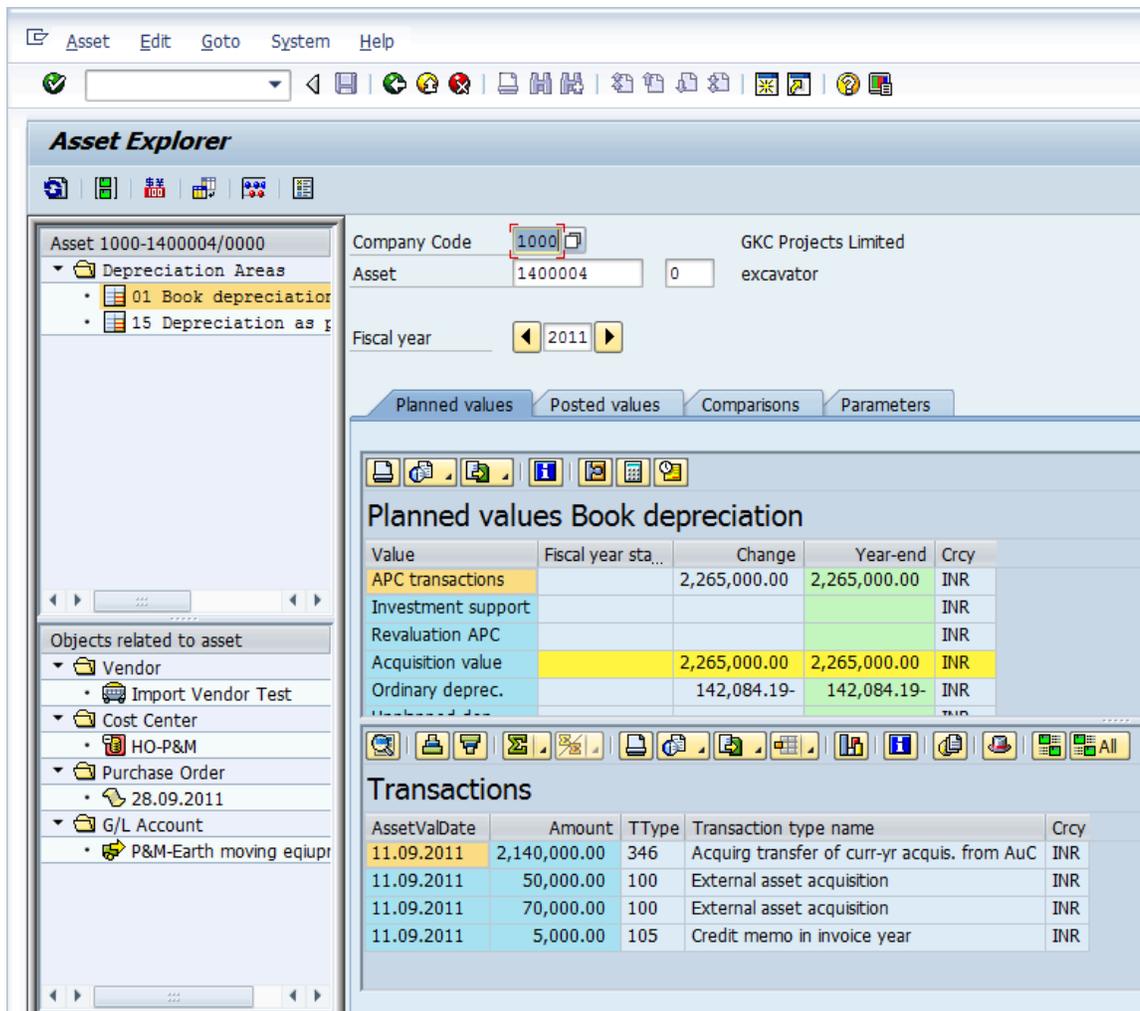
**Additional specifications**

Text AUC Being Settled  
 Document Type  
 Assignment  
 Reference

**Processing options**

Test Run  
 Detail List

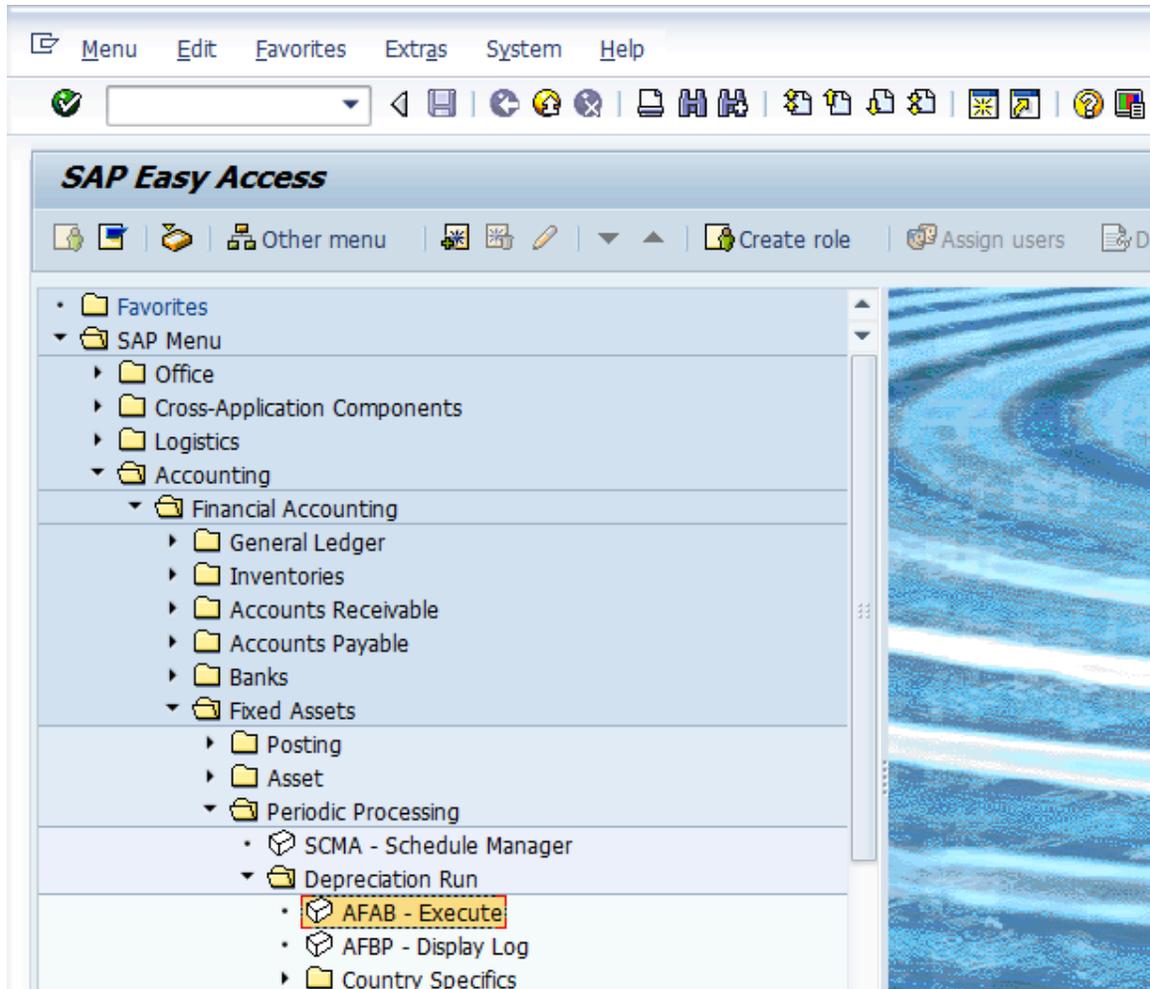
Now click on execute button  . Settlement will display. But this was done in test run. Again come back and deselect “test run”  Test Run and click on execute button  . AUC will be settled. Go to AW01n to display the values in AUC & Main Asset



## 20. Depreciation posting

Transaction code: AFAB

Open the depreciation posting screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction, depreciation is posted. Enter the following details as shown below

- Company code
- Fiscal year
- Posting period
- Reason for posting run
- Select the check box List assets
- Select the check box Test run

Program Edit Goto System Help

### Depreciation Posting Run

**Parameter**

Company Code	<input type="text" value="1000"/>	
Fiscal year	<input type="text" value="2011"/>	
Posting Period	<input type="text" value="7"/>	

**Reason for posting run**

Planned posting run  
 Repeat  
 Restart  
 Unplanned posting run

**Further options**

List assets  
 List of manual depreciation

Layout

Server Group

**Parameters for Test Run**

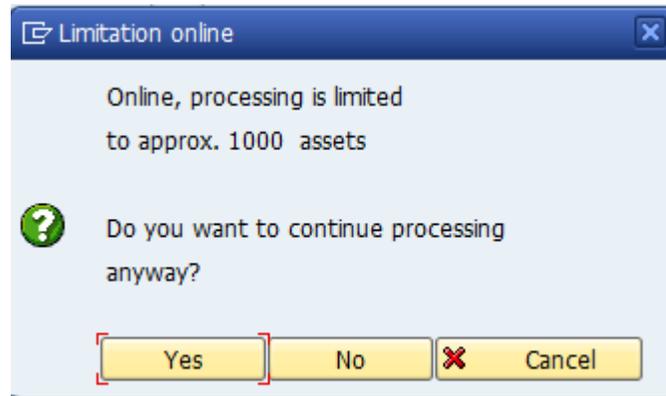
Test Run  
 Error Analysis  
 Output List Only, No Documents

Main asset number  to  

Asset subnumber  to  

Click on execute button 

A dialogue box appears



Select 'Yes' option and go ahead.

Depreciation will calculate automatically and the values will be displayed as shown below

Depreciation Posting Run for company code 1000

TEST RUN

Posting date: 31.10.2011      Date created: 01.03.2012      Period: 2011/007/01

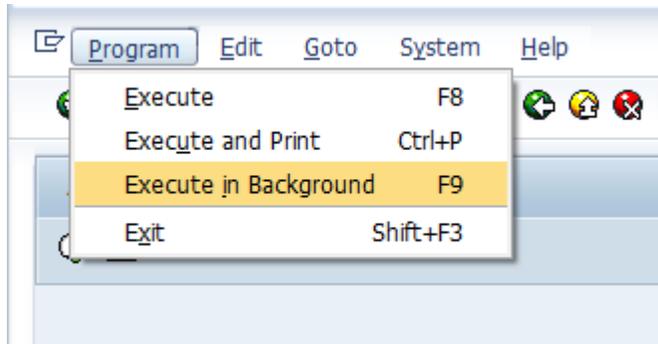
Asset	SNo.	Acct.det	BusA	Cost Center	Profit Ctr	Name	Ref. Document	Description	Planned Amount	Amount Posted	Amount TBP	Cumul.Amt	Crcy
13000001	0	200002	6300	6300200106	6300	Assets-AS91	6	Ordinary deprec.	686.23-	343.12-	58.12-	401.24-	INR
13000002	0			6300200106	6300	test			618.96-	309.28-	52.39-	361.67-	INR
14000004	0	200003	6100	6100000006	6100	excavator			142,084.19-	13,998.44-	21,697.59-	35,696.03-	INR
14000004	1			6100000006	6100	Excavator -1 (Sub Asset)			703,973.67-	69,357.01-	107,503.37-	176,860.38-	INR
14000001	2			6100000008	6100	Earth Moving Equipment-1			6,556.09-	957.64-	948.37-	1,906.01-	INR
15000002	0	200004	6100	6100000018	6100	Submercible Pump 5 HP			2,933.00-	1,454.38-	250.48-	1,704.86-	INR
15000003	0			6100000018	6100	Grinding Machine AG7			535.34-	397.78-	36.23-	434.01-	INR
15000004	0			6100000018	6100	Grinding Machine AG7			804.46-	397.78-	68.89-	466.67-	INR
15000005	0			6100000018	6100	Grinding Machine AG7			784.00-	397.78-	57.03-	454.81-	INR
17000001	0	200006	6100	6100000006	6100	L & T Excavator			303,034.43-	34,262.30-	46,254.09-	80,516.39-	INR
17000005	0			6100000018	6100	P & M Testing			6,175.00-	0.00	1,046.04-	1,046.04-	INR
18000000	0	200007	6100	6100000008	6100	Furniture			2,929.79-	239.54-	455.73-	695.27-	INR
20000000	0	200009	6100	6100000008	6100	IP PHONE			56.74-	28.37-	4.80-	33.17-	INR
20000001	0			6100000008	6100	wefre			56.74-	28.37-	4.80-	33.17-	INR
20000002	0			6100000008	6100	IP PHONE 1			56.74-	28.37-	4.81-	33.18-	INR
20000003	0			6100000008	6100	IP PHONE 2			56.74-	28.37-	4.81-	33.18-	INR
20000004	0			6100000018	6100	Laptop			6,159.80-	3,079.90-	521.73-	3,601.63-	INR
20000005	0			6100000018	6100	Server			47,470.99-	23,735.49-	4,020.77-	27,756.26-	INR

TEST RUN completed successfully  
 A document was created

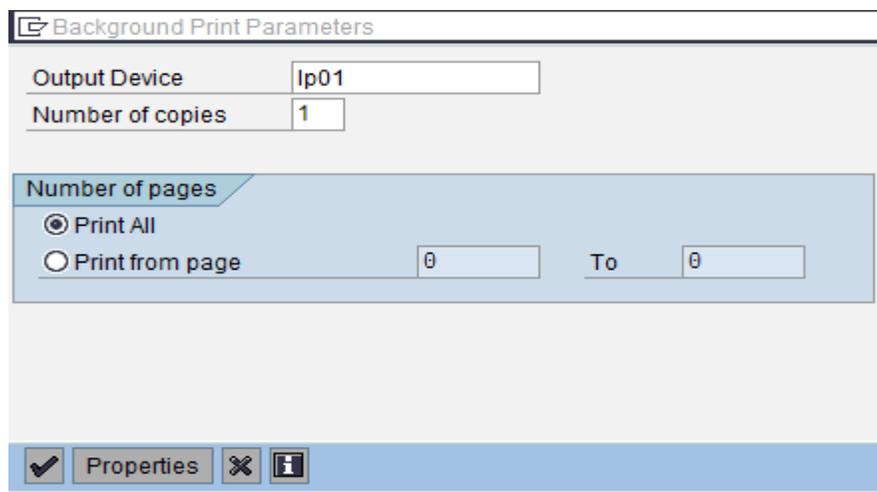
The above screen is in test run mode. Check the values and click on button.

Now deselect test run  Test Run .

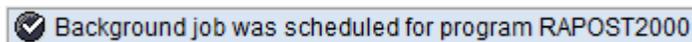
Go to program and select “execute in back ground” option as shown below



Dialogue box appears asking the output device name. Give output device name as “LP01” and click ok enter button



Again press enter button. Now Another dialogue box appears , Click on **Immediate** . Click on  . A message appears



Depreciation gets posted automatically in GL accounts. Check the asset explorer T.code - AW01n

Asset Explorer

Asset 1000-1400004/0000

Company Code: 1000 (highlighted) GKC Projects Limited

Asset: 1400004 0 excavator

Fiscal year: 2011

Planned values Book depreciation

Value	Fiscal year sta...	Change	Year-end	Crcy
APC transactions		2,265,000.00	2,265,000.00	INR
Investment support				INR
Revaluation APC				INR
Acquisition value		2,265,000.00	2,265,000.00	INR
Ordinary deprec.		142,084.19-	142,084.19-	INR

Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy
11.09.2011	2,140,000.00	346	Acquir transfer of curr-yr acquis. from AuC	INR
11.09.2011	50,000.00	100	External asset acquisition	INR
11.09.2011	70,000.00	100	External asset acquisition	INR
11.09.2011	5,000.00	105	Credit memo in invoice year	INR

## 21. Sale of fixed asset

Transaction code: F-92

Open the sale of fixed asset screen either by typing the T code mentioned above or through the drill down menu as shown below



Document Edit Goto Extras Settings Environment System Help

Asset Retire. frm Sale w/ Customer: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date	01.03.2012	Type	DR	Company Code	1000
Posting Date	01.03.2012	Period	12	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	Asset Sale				
Trading Part.BA					

First line item

PstKy	01	Account	C-2001	L Ind		TType	
-------	----	---------	--------	-------	--	-------	--

Press enter button and enter the following details as shown below

- Amount
- Business area
- Text
- Credit posting key
- Sale GL account (asset sale account)

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer C-2001 Dhanbad Plant G/L Acc 209003  
 Company Code 1000  
 GKC Projects Limited Dhanbad

Item 1 / Invoice / 01

Amount 1000 INR  
 Calculate tax Bus.place/sectn B005 / B005  
 Contract / Flow Type  
 Bus. Area 2001  
 Payt Terms Days/percent / /  
 Bline Date 01.03.2012 Disc. Amount  
 Disc. base Invoice ref. / /  
 Pmnt Block Pmt Method  
 Assignment  
 Text Asset being Sold Long Texts

Next line item

PstKy 50 Account 310004  L Ind  TType  New co.code

Press enter and give the following details:

- Amount
- Cost center
- Select check box Asst retirement

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 310004 Sale of Assets  
 Company Code 1000 GKC Projects Limited

Item 2 / Credit entry / 50

Amount 1000 INR  
 Tax Code  Calculate tax  
 W/o Cash Dscnt

Business Place   
 Cost Center 2001000002 Order   
 WBS Element  Profit. Segment   
 Real Estate Obj

Asset     
 Assignment  Asst retirement   
 Text

Next Line Item

PstKy  Account  SGL Ind  TType  New co.code

Press enter and give the following details

- Asset number (asset number which was decided to sell)
- Asset value date ( date of sale of asset)
- Select check box  Complete retirement

Asset: 1400004 cavator

Subnumber: 0

Posting entries

Transaction Type: 210

Asset Value Date: 01.03.2012

Complete retirement

Amount posted: [ ]

Percentage rate: [ ]

Quantity: [ ]

Line Items [ ]

Press enter button . Go to document and select “simulate” option as shown below.

Document Edit Goto Extras Settings Environment

- Other document Shift+F5
- Post with reference
- Get held document
- Simulate Shift+F9**
- Simulate General Ledger
- Reset
- Post Ctrl+S
- Save as completed Ctrl+Shift+F6
- Park Shift+F4
- Hold
- Exit Shift+F3

Entry will be generated as shown below.

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Display Overview

Display Currency Taxes Reset

Document Date 01.03.2012 Type DR Company Code 1000  
 Posting Date 01.03.2012 Period 12 Currency INR  
 Document Number INTERNAL Fiscal Year 2011 Translatn Date 01.03.2012  
 Reference TEST Cross-CC no.  
 Doc.Header Text Asset Sale Trading Part.BA

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	01	2001 C-2001	Dhanbad Plant		1,000.00	
002	50	2001 0000310004	Sale of assets		1,000.00-	V0
003	75	6100 0000200003 000001400004 0000			2,265,000.00-	V0
004	70	6100 0000130002 000001400004 0000			120,386.61	
005	40	6100 0000310004	Sale of assets		1,000.00	
006	40	6100 0000428001	Gain/Loss-Asset S		2,143,613.39	

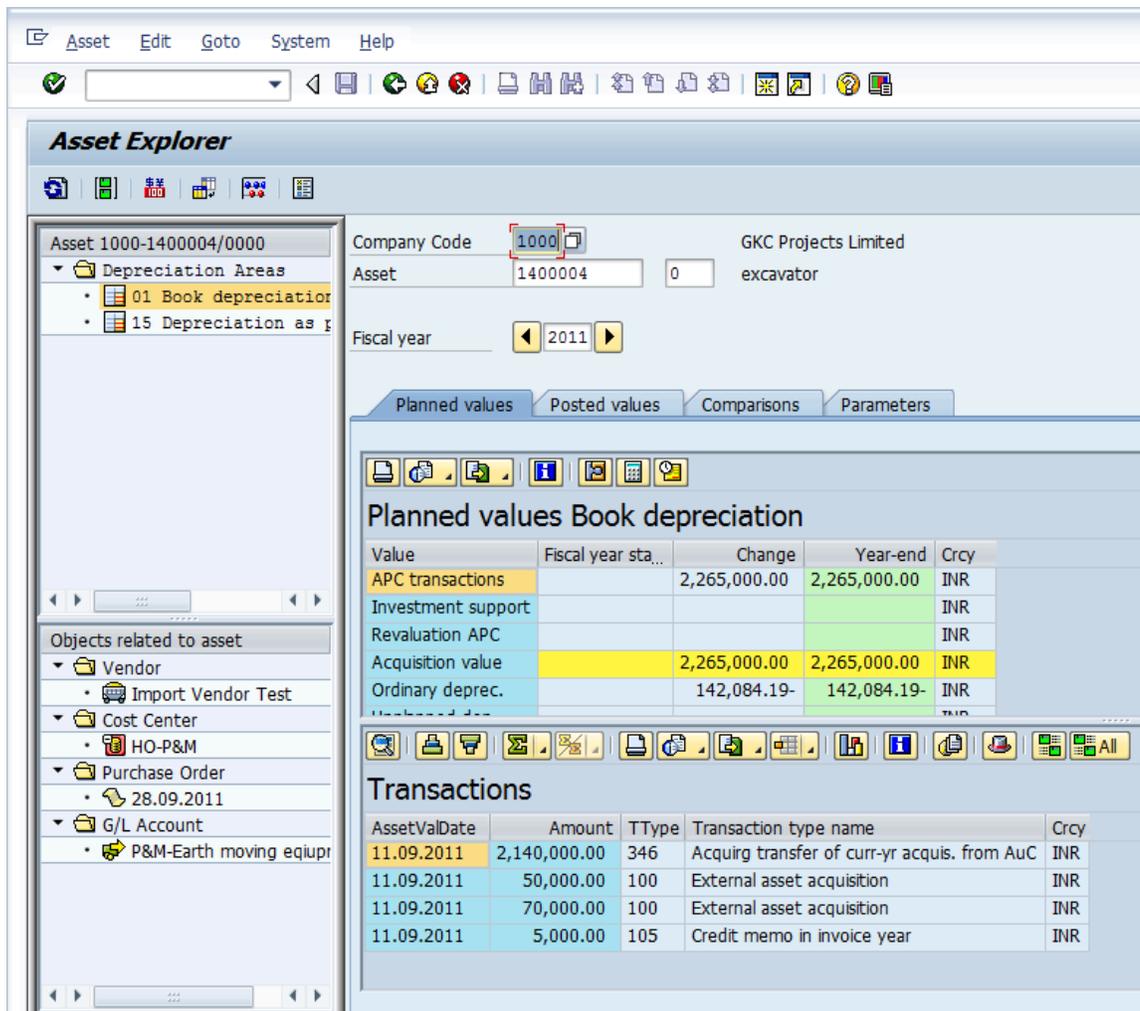
D 2,266,000.00 C 2,266,000.00 0.00 \* 6 Line items

Other line item

PstKy  count  SGL Ind  TType  New co.code

Click on save button  . Document will be posted.

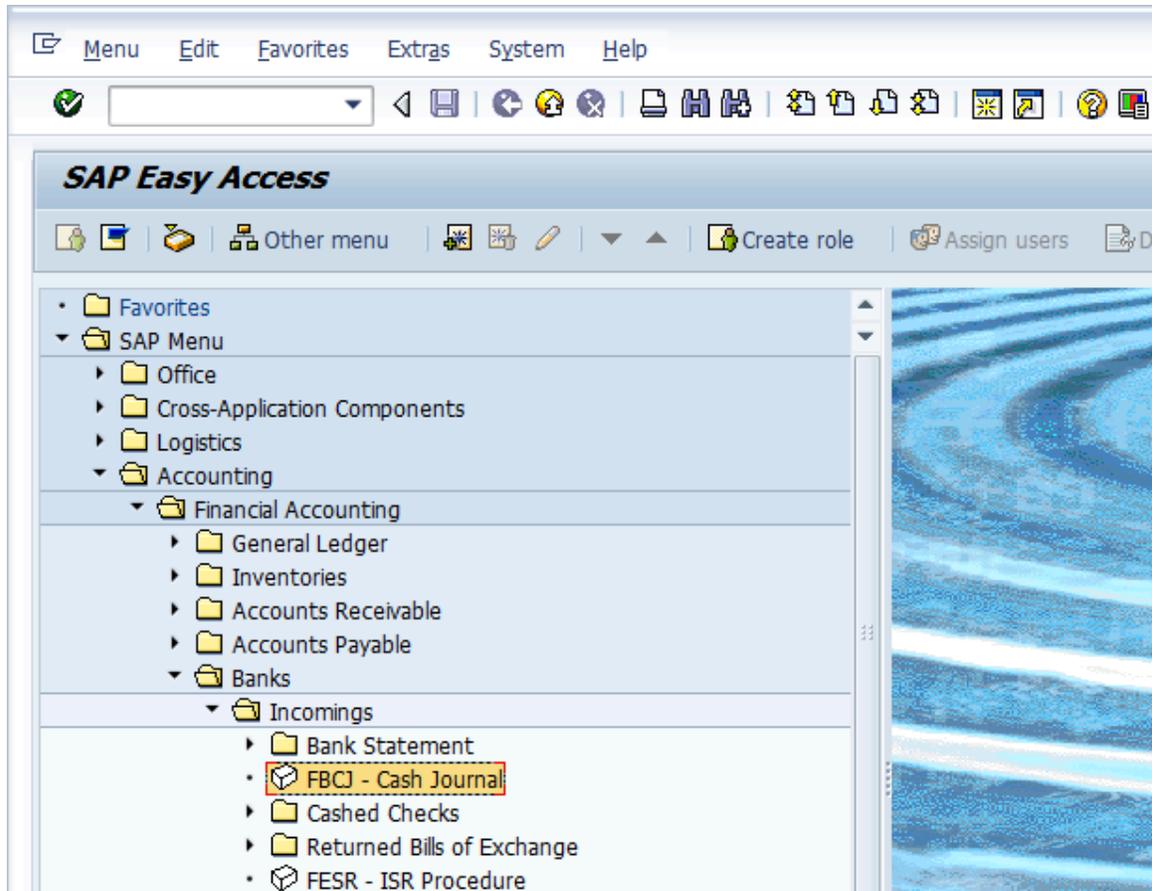
Check the asset explorer in T.code - AW01n



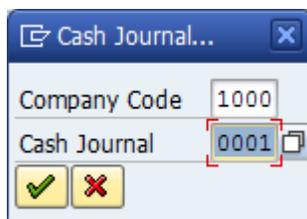
## 22. Cash journal

Transaction code: FBCJ

Open the cash journal screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction all cash related transactions are posted. Transactions like Cash receipts and cash payments are posted.



Firstly select the tab whether the transaction is **Cash payments** or **Cash receipts**

Enter the following details as shown below

- Business transaction
- Respective GL/Customer/Vendor account
- Amount
- Business area
- Profit center
- Cost center

Cash Journal 001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 01.03.2012 - 01.03.2012

Today This week Current period

Cash journal: PETTY CASH - HO  
Company code: GKC Projects Limited

Balance display for display period

Opening balance	1,447,652.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	1,447,652.00	INR	
Cash thereof	1,247,652.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T..	G/L	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date
EXPENSE	1,000.00	000	→		405001					→	01.03.2012
			→							→	01.03.2012

Save sel. Post sel. Receipt Follow-on doc..

Cash Journal 001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 01.03.2012 - 01.03.2012

Today This week Current period

Cash journal: PETTY CASH - HO  
Company code: GKC Projects Limited

Balance display for display period

Opening balance	1,447,652.00	INR	
+ Total cash receipts	1,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	1,448,652.00	INR	
Cash thereof	1,248,652.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	G/L	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date	Doc. Num...	Net amount
BANK WITHDRAWL	1,000.00	000	→	110002					→	01.03.2012	213	1,000.00
			→						→	01.03.2012		

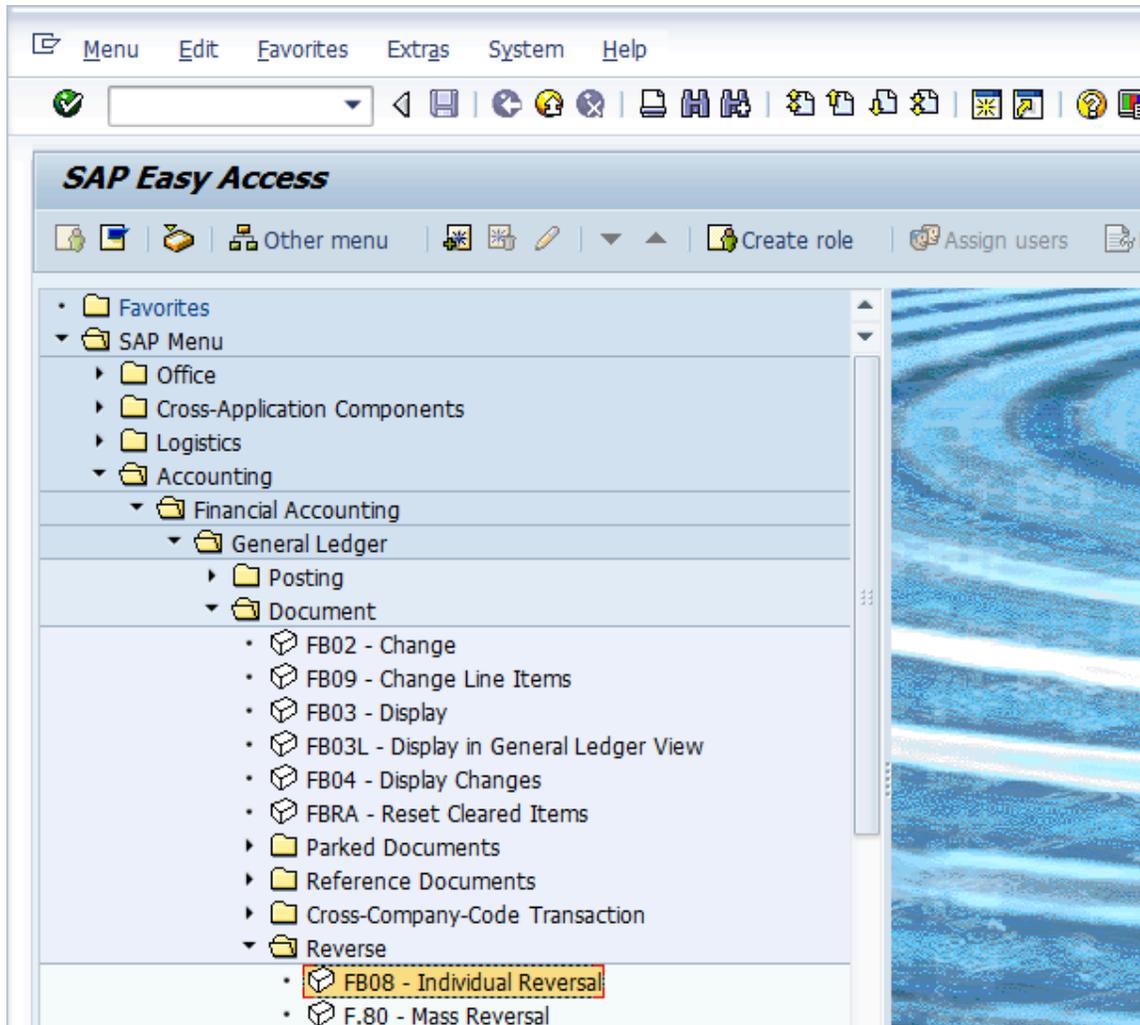
Save sel. Post sel. Receipt Follow-on doc..

Click  to save.

## 26. Reverse document

Transaction code: FB08

Open the reverse document screen either by typing the T code mentioned above or through the drill down menu as shown below



In this transaction accounting document can be reversed.

Enter the following details as shown below

- Document number
- Company code
- Fiscal Year
- Reversal reason

Document Edit Goto System Help

Display before reversal Document list Mass Reversal

**Reverse Document: Header Data**

Document Details

Document Number	1300000000
Company Code	1000
Fiscal Year	2011

Specifications for Reverse Posting

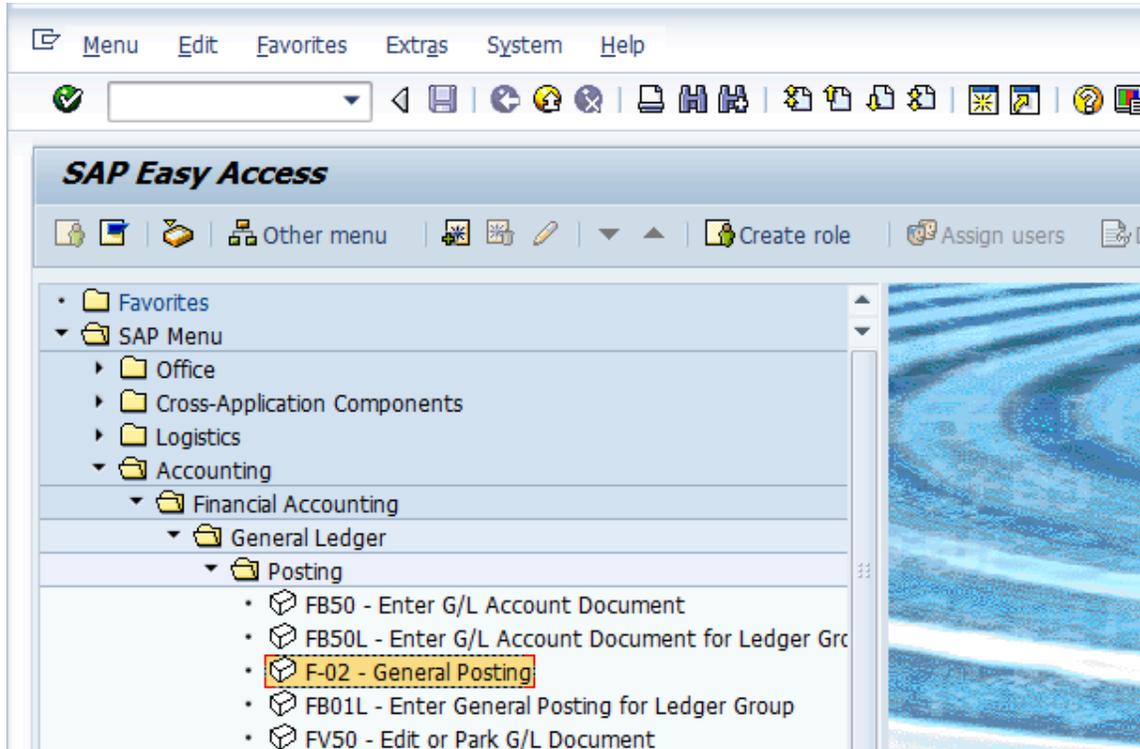
Reversal Reason	01
Posting Date	
Posting Period	

Check management specifications

Void reason code	
------------------	--

Click on save button  .

## 27. Entry through F-02





### Enter G/L Account Posting: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date	01.03.2012	Type	SA	Company Code	1000
Posting Date	01.03.2012	Period	12	Currency/Rate	INR
Document Number				Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text	General Ledger				
Trading Part.BA					

#### First line item

PstKy 40 Account 405001  L Ind  TType



### Enter G/L Account Document: Add G/L account item

More data    Acct model    Fast Data Entry    Taxes

G/L Account  Tree Cutting works  
Company Code  GKC Projects Limited

#### Item 1 / Debit entry / 40

Amount	<input type="text" value="1,000.00"/>	INR	
Tax Code	<input type="text" value="V0"/>	<input type="checkbox"/> Calculate tax	
Business Place	<input type="text"/>		
Cost Center	<input type="text" value="2001000011"/>	<input type="checkbox"/>	Order <input type="text"/>
WBS Element	<input type="text"/>		
Network	<input type="text"/>	<input type="text"/>	Real Estate Obj
			Sales Order <input type="text"/> <input type="text"/> <input type="text"/>
			More
Purchasing Doc.	<input type="text"/>	<input type="text"/>	
			Quantity <input type="text"/>
Assignment	<input type="text"/>		
Text	<input type="text" value="Test Posting"/>		Long Texts

#### Next Line Item

PstKy  Account  SGL Ind  TType  New co.code

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 110000 SBI-CAG Branch-30227539565 Main  
 Company Code 1000 GKC Projects Limited

Item 2 / Credit entry / 50

Amount 1000 INR  
 Business Place  
 Business Area 2001  
 Profit Center  
 Value Date 01.03.2012  
 Assignment  
 Text Test Posting Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

28. Accrual/Defferal Entry - "FBS1"

Menu Edit Favorites Extras System Help

SAP Easy Access

Other menu Create role Assign users

- Statistical Key Figures
- Periodic Processing
  - SCMA - Schedule Manager
  - Interest Calculation
  - Automatic Clearing
  - Print Correspondence
  - Recurring Entries
  - Manual Accruals
  - Provisions for Awards
  - Accruals for Rights Management
  - Data Retention Tool
  - Archiving
  - Planning
  - Closing
    - CLOCO - Closing Cockpit
    - CLOCOS - Closing Cockpit (Overview)
    - CLOCOC - Closing Cockpit (Manage Templates and
    - Check/Count
    - Valuate
      - FAGL\_FC\_VAL - Foreign Currency Valuation (M
      - FAGL\_FC\_TRANS - Currency Translation of Bal
      - FBS1 - Enter Accrual/Deferral Document**
      - F.81 - Reverse Accrual/Deferral Document



### Enter Accrual/Deferral Doc.: Header Data

Acct model  Fast Data Entry  Post with reference  Editing Options

Document Date	01.03.2012	Type	SA	Company Code	1000
Posting Date	01.03.2012	Period	12	Currency/Rate	INR
Document Number		Ledger Grp		Translatn Date	
Reference	Test			Cross-CC no.	
Doc.Header Text					
Trading Part.BA					

Inverse Posting	
Reversal Reason	05
Reversal date	02.03.2012

First line item					
PstKy	40	Account	405001	<input type="checkbox"/> L Ind	<input type="checkbox"/> TType



### Enter Accrual/Deferral Doc. Add G/L account item

More data    Acct model    Fast Data Entry    Taxes

G/L Account  Tree Cutting works  
Company Code  GKC Projects Limited

#### Item 1 / Debit entry / 40

Amount	<input type="text" value="1000"/>	INR	
Tax Code	<input type="text" value="v0"/>	<input type="checkbox"/> Calculate tax	
Business Place	<input type="text"/>		
Cost Center	<input type="text" value="2001000011"/>	Order	<input type="text"/>
WBS Element	<input type="text"/>		
Network	<input type="text"/>	Real Estate Obj	
		Sales Order	<input type="text"/> <input type="text"/> <input type="text"/>
			More
Purchasing Doc.	<input type="text"/>		
		Quantity	<input type="text"/>
Assignment	<input type="text"/>		
Text	<input type="text" value="Amount of Exp Provided"/>		Long Texts

#### Next Line Item

PstKy  Account   L Ind  TType  New co.code

Document Edit Goto Extras Settings Environment System Help

Enter Accrual/Deferral Doc. Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 110000 SBI-CAG Branch-30227539565 Main  
 Company Code 1000 GKC Projects Limited

Item 2 / Credit entry / 50

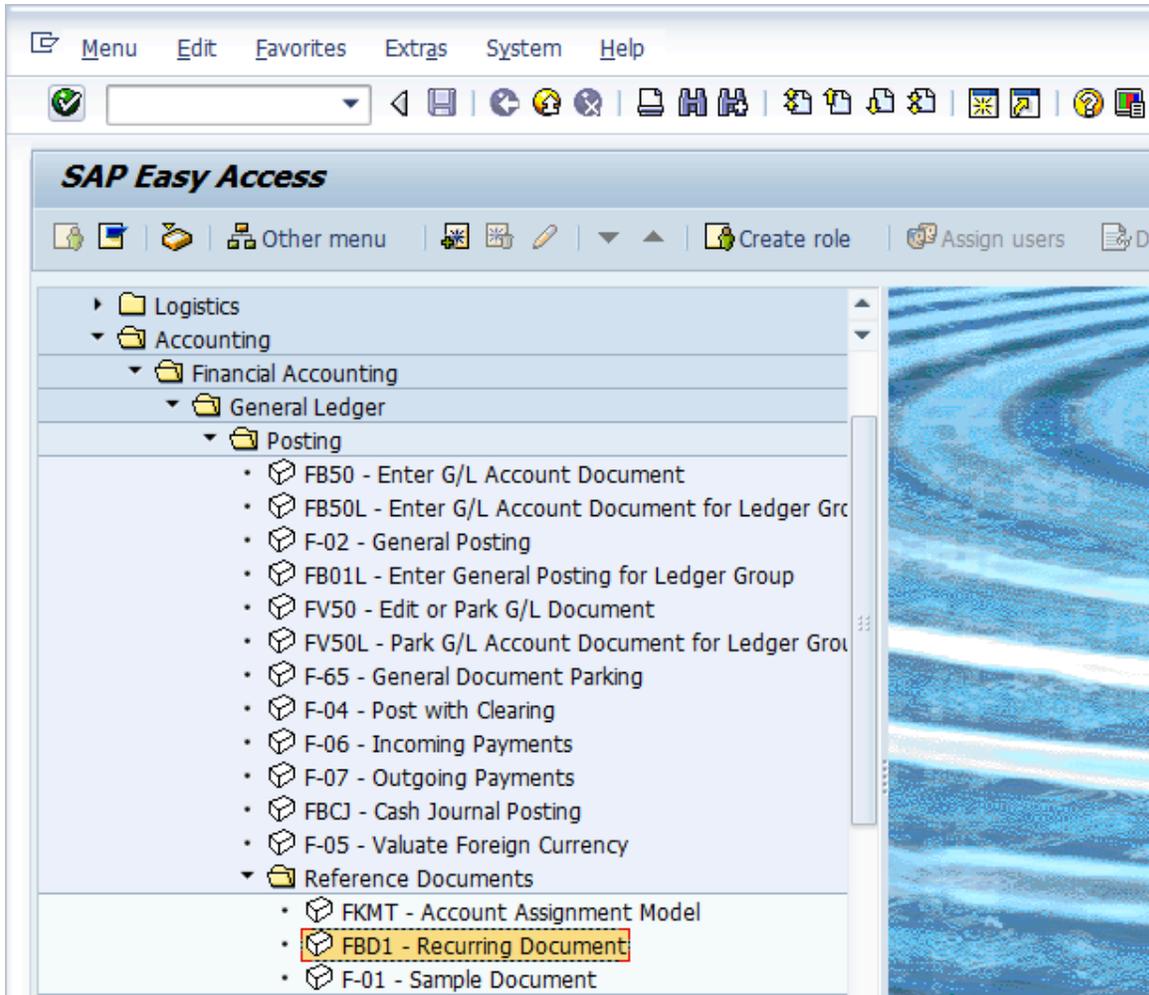
Amount 1000 INR  
 Business Place  
 Business Area 2001  
 Profit Center  
 Value Date 01.03.2012  
 Assignment  
 Text Amount of Exp Provided Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

Click  to save the document

### 30. Recurring Entry - "FBD1"





### Enter Recurring Entry: Header Data

Fast Data Entry    Account Assignment Model    Post with reference

Company Code

#### Recurring entry run

First run on

Last run on

Interval in months

Run date

Run schedule

Transfer amounts in local currency

Copy texts

Transfer tax amounts in local currency

#### Document header information

Document Type

Currency/Rate

Reference

Translatn Date

Document Header Text

Trading Part.BA

#### First line item

PstKy  Account   L Ind  TType







Session Edit Goto Utilities(M) System Help

**Batch Input: Session Overview**

Analysis Process Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat	Created By	Date	Time	Creation Prog	Lock Date	Authorizat.	Trans.				
123		HBTF1	11.08.2011	13:19:52	SAPF120		HBTF1	1	0	0	0	5
MB_MI02		HBTMM2	10.08.2011	20:19:09	RM07I132		HBTMM2	1	0	0	0	3
MB_MI02		HBTMM2	10.08.2011	20:18:58	RM07I132		HBTMM2	1	0	0	0	3
MB_MI02		HBTMM2	10.08.2011	20:17:48	RM07I132		HBTMM2	1	0	0	0	3
TESTING 6		HBTF1	07.08.2011	16:15:58	FAGL_FC_VALU		HBTF1	4	0	0	0	20

Document Edit Goto Extras Settings Environment System Help

**Realize Recurring Entry: Header Data**

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date 01.08.2011 Type KR Company Code 1000  
 Posting Date 01.08.2011 Period 5 Currency/Rate INR  
 Document Number Translatn Date  
 Reference PROF FEE Cross-CC no.  
 Doc.Header Text Branch no. Pages  
 Trading Part.BA Tax details

Recurring entry data  
 Next run on 01.09.2011 Document Number 0000000003  
 Deletion ind. Copy texts Fiscal Year 2011

First line item  
 PstKy 40 Account 0000422520 SGL Ind TType

Data Entry View

Document Number 1100000006 Company Code 1000 Fiscal Year 2011  
 Document Date 01.08.2011 Posting Date 01.08.2011 Period 5  
 Reference PROF FEE Cross-Comp.No.  
 Currency INR Texts exist Ledger Group

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx	BusA	Profit Center	D/C
1000	1	40		422520	Legal & Prof. se	10,000.00	INR		2001	2001	S
	2	31		1400001	Vayu Consultan	8,000.00-	INR		2001	2001	H
	3	50		128016	TDS-Prof-194J	2,000.00-	INR		2001	2001	H

### 32. List of Recurring Enties = "F.15"

#### Recurring Entry Documents

CoCd	DocumentNo	Type	Pstng Date	First run	Next run	Last run	Inter Dte Run	Number	DID	ATx Reference	
Itm	PK	SG	SI	AccTy	Account	Tx	LC Tax Amount	Amount in LC	LCurr	Amount in FC	Crcy
1000	1		SA	05.08.2011	01.05.2011	01.07.2011	31.07.2011	1	1	2	
001	40		S	410504				5,000.00	INR	5,000.00	INR
002	50		S	119009				5,000.00-	INR	5,000.00-	INR
1000	2		KA	05.08.2011	01.05.2011	01.07.2011	31.07.2011	1	1	2	
001	40		S	410504				2,000.00	INR	2,000.00	INR
002	31	X	K	1000001				2,000.00-	INR	2,000.00-	INR
1000	3		KR	11.08.2011	01.08.2011	01.09.2011	31.10.2011	1	1	1	PROF FEE
001	40		S	422520				10,000.00	INR	10,000.00	INR
002	31	X	K	1400001				10,000.00-	INR	10,000.00-	INR

### 33. Blocking Vendor = "FK05"

#### Block/Unblock Vendor: Details Accounting

Vendor	1400001	Vayu Consultancy
Company Code	1000	GKC Projects Limited

Posting Block	
<input type="checkbox"/>	All company codes
<input checked="" type="checkbox"/>	Selected co. code

### 34. Park Vendor Invoice "FV60" Non PO & "MIR7" PO Based

# Park Vendor Invoice: Company Code 1000

Tree on Company Code Simulate Save as completed Post Editing

Transactn R Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor 1000001 SGL Ind

Invoice date 11.08.2011 Reference

Posting Date 11.08.2011

Amount  INR  Calculate tax

Tax Amount

Bus.place/sectn B005 /

Text Exp bill

Company Code 1000 GKC Projects Limited Hyderabad

Information

0 Items

63,145.00 INR Adv to Supp-Dom/Over & Subcon exist

St	G/L
	4225

Transactn R Invoice Bal. 120,000.00

Basic data Payment Details Tax Withholding tax Notes

Vendor 1000001 SGL Ind

Invoice date 11.08.2011 Reference

Posting Date 11.08.2011

Amount  INR  Calculate tax

Tax Amount

Bus.place/sectn B005 /

Text Exp bill

Paymt terms Due immediately

Baseline Date 11.08.2011

Company Code 1000 GKC Projects Limited Hyderabad

Vendor Address: Mr. Chandar Kumar

Bank data: not available

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo.	Co.	Tradin	Bus.	Part.	Cost center	Or
<input checked="" type="checkbox"/>	422510	Tender expen	S Debit	120,000.00		<input checked="" type="checkbox"/>	1000		2001		2001000006	
<input type="checkbox"/>			S Debit			<input checked="" type="checkbox"/>	1000					

**Document Overview** Park (Ctrl+S)

Reset Taxes Complete Post Filter Print Copy Choose Save

Doc.Type : KR ( Vendor Invoice ) Normal document

Doc. Number                      Company Code    1000                      Fiscal Year        2011  
 Doc. Date                        11.08.2011                      Posting Date      11.08.2011                      Period              05  
 Calculate Tax                        
 Ref.Doc.                            10  
 Doc. Currency                      INR

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	31	1000001	Chandar Kumar			136,680.00-
2	40	422510	Tender expense		2H	120,000.00
3	40	271017	CENVAT-RM		2H	12,000.00
4	40	271020	Edu.cess-Excise RM		2H	240.00
5	40	271021	SHE cess-Excise RM		2H	120.00
6	40	271012	Input VAT-Mate		2H	4,320.00

### 35. Clear Vendor Account “F-44”

#### Clear Vendor: Header Data

Process open items

Account                      1000001                      Clearing Date                      11.08.2011                      Period                      5  
 Company Code                      1000                      Currency                      INR

Open Item Selection

Special G/L Ind                                             Normal OI

Additional Selections

None  
 Amount  
 Document Number  
 Posting Date

## Clear Vendor Process open items

Distribute Difference   
  Write Off Difference   
  Editing options   
  Cash Disc. Due

Standard   
  Partial Pmt   
  Res.items   
  Withhdg tax

Account items 1000001 Chandar Kumar

Assignme...	Document...	D	P	Posting Date	Document...	INR Gross	Cash discnt	CDPer.
	100000001	AA	31	09.08.2011	09.08.2011	20,000.00-		
	100000002	AA	31	09.08.2011	09.08.2011	30,000.00-		
	100000003	AA	31	09.08.2011	09.08.2011	100,000.00-		
	900000001	KA	31	01.05.2011	01.05.2011	2,000.00-		
	900000002	KA	31	01.06.2011	01.06.2011	2,000.00-		
	900000012	KA	26	09.08.2011	09.08.2011	5,000.00		
	1100000001	KR	31	05.08.2011	05.08.2011	23,074.00-		
	1100000002	KR	31	05.08.2011	05.08.2011	1,111.00-		
	1100000005	KR	31	10.08.2011	10.08.2011	10,000.00-		
	1200000011	KZ	25	06.08.2011	06.08.2011	5,000.00		

Amo...   
  Gross<->...   
  Currency   
  Items   
  Items   
  Disc.   
  Disc.

Editing status

Number of items	18	Amount entered	0.00
Display from item	1	Assigned	163,285.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	163,285.00

## 36. Down Payment Request "F-47"

### Down Payment Request: Header Data

New item

Document Date	11.08.2011	Type	KA	Company Code	1000
Posting Date	11.08.2011	Period	5	Currency/Rate	INR
Document Number		Translatn Date			
Reference					
Doc.Header Text	Advance Request				
Trading Part.BA		Tax Report Date			

Vendor

Account	1000001
Trg.sp.G/L ind.	<input type="checkbox"/> <input type="checkbox"/>

## Down Payment Request Add Vendor item

More data New item Withholding tax

Vendor  Chandar Kumar G/L Acc   
 Company Code   
 GKC Projects Limited

**Item 1 / Down payment request / 39 F**  
 Amount  INR  
 Calculate tax Bus./sectn   
 Bus. Area   
 Due on   
 Prnt Block  Pmt Method   
 Discount %  Disc. Amount   
 Real estate   
 Purch.Doc.    
 Flow Type   
 Contract  /   
 Assignment   
 Text  Long Texts

## Display Document: Data Entry View

Display Currency

**Data Entry View**  
 Document Number  Company Code  Fiscal Year  
 Document Date  Posting Date  Period  
 Reference  Cross-Comp.No.   
 Currency  Texts exist  Ledger Group

C...	itm	PK	SG	Account	Description	Amount	Curr.	Tx	BusA	Profit Center	D/C
1000	1	39	F	1000001	Chandar Kumar	10,000.00-	INR		2001	2001	H

### 37. Advance Payment Request "F-48"

### Post Vendor Down Payment: Header Data

**New item** **Requests**

Document Date: 11.08.2011    Type: KZ    Company Code: 1000  
 Posting Date: 11.08.2011    Period: 5    Currency/Rate: INR  
 Document Number:    Translath Date:     
 Reference:    Cross-CC no.:     
 Doc.Header Text: Advance Payment  
 Trading Part.BA:    Tax Report Date:   

**Vendor**  
 Account: 1000001    Special G/L ind: A  
 Altern.comp.cde:   

**Bank**  
 Account: 220002    Business Area: 2001  
 Amount: 10000    LC amount:     
 Bank charges:    LC bank charges:     
 Value Date: 11.08.2011    Profit Center: 2001  
 Text: Advance Payment against Request    signment:   

### Post Vendor Down Payment Choose requests

**Create down payments**  

Account: 1000001    Currency: INR

**Down Payment Requests**

Document	LI	Baseline D.	Purchasing	Item	WBS Element	Order	Amount
900000005	1	05.08.2011		0			2,000.00-
900000008	1	06.08.2011	20000004	10			300.00-
900000009	1	06.08.2011	20000004	10			400.00-
900000010	1	06.08.2011	20000004	10			500.00-
900000011	1	06.08.2011	20000004	10			600.00-
900000013	1	20.08.2011	20000004	10			10,000.00-

## 38. Customer Block “FD05”

### Customer Block/Unblock: Details Accounting

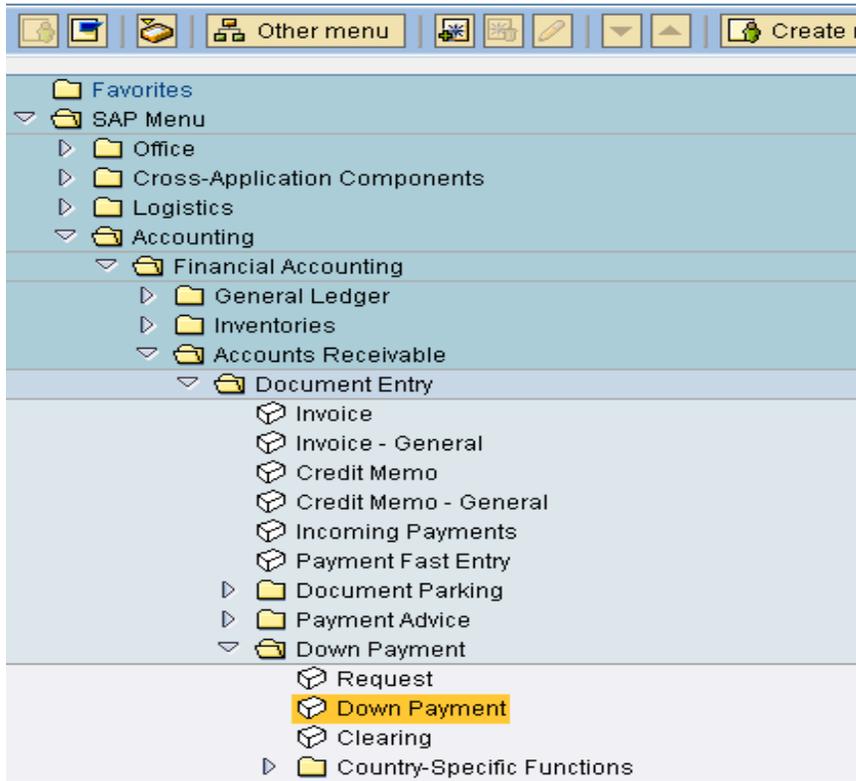
 

Customer: 100000    Sadbhav Engineering    Dhanbad  
 Company Code: 1000    GKC Projects Limited

**Posting Block**  
 All Company Codes  
 Selected Company Code

## 39. Customer Down Payment “F-29”

## SAP Easy Access



(Same process as Vendor Down Payment)

## 40. Cash Journal “FBCJ”

**Data selection**

Display period: 11.08.2011 - 11.08.2011  
 Today  
 This week  
 Current period

Cash journal: PETTY CASH - HO  
 Company code: GKC Projects Limited

**Balance display for display period**

Opening balance	486,500.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	486,500.00	INR	
Cash thereof	486,500.00	INR	

Cash payments | Cash receipts | Check receipts

Business transaction	Amount	Doc.	Split	T.	G/L	Receipt Recip.	Text	Vendor	Customer	OT.	Posting Date
											11.08.2011

Choose correct business transaction:-

### Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection  
 Display period: 11.08.2011 - 11.08.2011  
 Today This week Current period

Cash journal: PETTY CASH - HO  
 Company code: GKC Projects Limited

Balance display for display period  
 Opening balance: 486,500.00 INR  
 + Total cash receipts: 0.00 INR Number: 0  
 + Total check receipts: 0.00 INR Number: 0  
 - Total cash payments: 0.00 INR Number: 0

Cash Journal Business Transaction (2) 10 Entries found

Business transaction	Tran.no	CoCd	Type	GL Ac.	T	BusTraBl	Acct Mo.	Tax Mod.	Cl
ADVANCE	5	1000	K						1
BANK DEPOSIT	3	1000	B	110001					1
CUSTOMERS	12	1000	D						1
EXPENSE	1	1000	E						1
IMPREST	8	1000	K						1
PAYMENT TO CUSTOMER	4	1000	D						1
PAYMENT TO OTHER BRANCHES	10	1000	B	299991					1
SALARY ADVANCE	7	1000	K						1
STAFF TOUR ADVANCE	6	1000	K						1
VENDOR	2	1000	K						1

Rest are same GLs , Cost Center, Bus Area, Profit Center etc.

In Site Trf - Firstly choose Cash Journal of Payment site & than choose of Recpt Site. In First Cash Journal choose "Cash Payment" tab & in second Journal choose "Cash Recd" tab.

Payment more than 30000/- (Not Possible as below)

### Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection  
 Display period: 11.08.2011 - 11.08.2011  
 Today This week Current period

Cash journal: PETTY CASH - HO  
 Company code: GKC Projects Limited

Balance display for display period  
 Opening balance: 486,500.00 INR  
 + Total cash receipts: 0.00 INR Number: 0  
 + Total check receipts: 0.00 INR Number: 0  
 - Total cash payments: 0.00 INR Number: 0

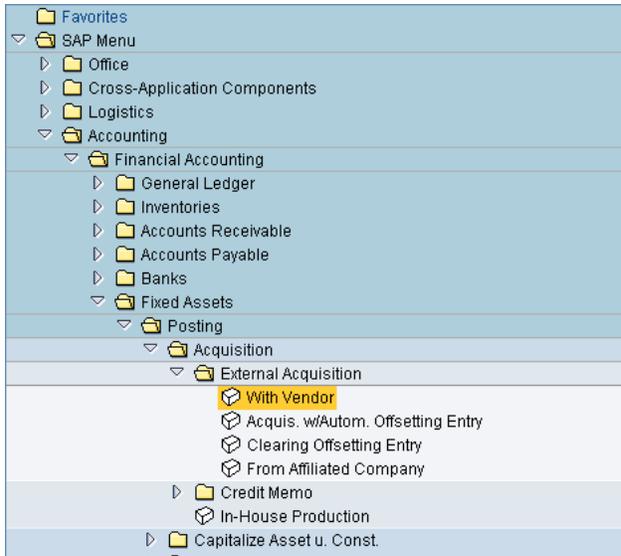
= Closing balance: 486,500.00 INR  
 Cash thereof: 486,500.00 INR

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc.	Bus.	Intern
EXPENSE	35000		2001	

Information: Amount should not be More than Rs.30000/-

### 41. Asset Purchase "F-90"



### Acquisition from purchase w. vendor: Header Data

Held document		Acct model		Fast Data Entry		Post with reference		Editing Options		
Document Date	11.08.2011	Type	AA	Company Code	1000					
Posting Date	11.08.2011	Period	5	Currency/Rate	INR					
Document Number				Translatn Date						
Reference				Cross-CC no.						
Doc. Header Text										
Trading Part.BA										
<b>First line item</b>										
PstKy	31	Account	1000001	SGL Ind		TType				



### Asset Retire. frm Sale w/ Customer: Header Data

Document Date	11.08.2011	Type	DR	Company Code	1000
Posting Date	11.08.2011	Period	5	Currency/Rate	INR
Document Number		Translatn Date		Cross-CC no.	
Reference					
Doc.Header Text					
Trading Part.BA					

First line item							
PstKy	01	Account	100000	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>

### Enter Customer Invoice: Add Customer item

Customer	100000	Sadbhav Engineering	G/L Acc	209000
Company Code	1000			
GKC Projects Limited		Dhanbad		

Item 1 / Invoice / 01					
Amount	90000	INR	Bus.place/sectn	B005	/
<input type="checkbox"/>	Calculate tax				
Contract	/	Flow Type			
Bus. Area	6100				
Payt Terms		Days/percent	/	/	
Bline Date	11.08.2011	Disc. Amount			
Disc. base		Invoice ref.	/	/	
Pmnt Block	<input type="checkbox"/>	Pmt Method	<input type="checkbox"/>		
Assignment					
Text	Asset Sold				

Next line item										
PstKy	50	Account	310004	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>	210		

## Enter Asset Posting: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 310004 Sale of Assets  
Company Code 1000 GKC Projects Limited

Item 2 / Credit entry / 50

Amount 90000 INR  
Tax Code  Calculate tax  
 W/o Cash Dscnt

Business Place B005  
WBS Element RN/2001 : BL-3AS Profit. Segment   
Real Estate Obj   
Sales Order

Asset    
Assignment  Asst retirement   
Text Asset Sold

Enter (Follwing screen will appear)

## Enter Asset Posting: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 310004 Sale of Assets  
Company Code 1000 GKC Projects Limited

Item 2 / Credit entry / 50

Amount

Tax Code Asset 2100000  
Subnumber 0

Business P  
WBS Eleme Posting entries  
Transaction Type 210  
Asset Value Date 11.08.2011  
 Complete retirement

Asset  
Assignment  
Text Amount posted   
Percentage rate   
Next Line Itm Quantity   
PstKy

Data Entry View										
Document Number	700000001		Company Code	1000		Fiscal Year	2011			
Document Date	11.08.2011		Posting Date	11.08.2011		Period	5			
Reference			Cross-Comp.No.							
Currency	INR		Texts exist	<input type="checkbox"/>		Ledger Group				

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx	BusA	Profit Center	D/C
1000	1	01		100000	Sadbhav Engineering	90,000.00	INR		6100	6100	S
	2	50		310004	Sale of assets (Clg)	90,000.00-	INR		6100	6100	H
	3	75		200010	000002100000 0000	200,000.00-	INR		6100	6100	H
	4	40		310004	Sale of assets (Clg)	90,000.00	INR		6100	6100	S
	5	40		428001	Gain/Loss-Asset Sale	110,000.00	INR		6100	6100	S

### 43. Depreciation Run "AFAB"



## Depreciation Posting Run

---

**Parameter**

Company Code: 1000  
 Fiscal year: 2011  
 Posting Period: 7

---

**Reason for posting run**

Planned posting run  
 Repeat  
 Restart  
 Unplanned posting run

---

**Further options**

List assets  
 List of manual depreciation  
 Layout:   
 Server Group:

---

**Parameters for Test Run**

Test Run  
 Error Analysis  
 Output List Only No Documents

First Run in Test mode & see & after that remove “Tick” from Test Run & Execute it in Background Process.

TESTRUN										
Posting date: 30.09.2011			Date created: 11.08.2011			Period: 2011/006/01				
Acct.det	BusA	Cost Center	Profit Ctr	Ref. Document	Description	Plan.Amt	Amt Posted	Amount TBP	Cumul.Amt	Crcy
200003	6100	6100000001	6100	2	Ordinary deprec.	1,458.56-	142.15-	185.41-	327.56-	INR
						Ordinary deprec.	1,458.56-	142.15-	185.41-	327.56- INR
<b>Depreciation area 1</b>							1,458.56-	142.15-	185.41-	327.56- INR

Final Entry Posted:

Data Entry View											
Document Number	300000001			Company Code	1000			Fiscal Year	2011		
Document Date	30.09.2011			Posting Date	30.09.2011			Period	6		
Reference				Cross-Comp.No.							
Currency	INR			Texts exist	<input type="checkbox"/>			Ledger Group			

C...	Item	PK	SG	Account	Description	Amount	Curr.	Tx	BusA	Profit Center	D/C
1000	1	40		415001	Dep P&M -Earth.	185.41	INR		6100	6100	S
	2	40		415001	Dep P&M -Earth.	787.99	INR		6100	6100	S
	3	75		130002	Acc.Dep P&M -Earth.	973.40-	INR		6100	6100	H

#### 44. Asset Trf (AUC to Main Asset) "AIAB"

Settlement AuC: Initial screen											
Further selection criteria											
Company Code	1000										
Asset	2200000										
Subnumber	0										
Settings											
Layout	1SAP										
Addit. area	1										

Class	Asset description	Acct.d...	Cap.date	Asset	SNo
200003	TESTING 1.	200003	09.08.2011	1400001	0
200003	TESTING 10	200003	00.00.0000	1400008	0
200003	TESTING 3	200003	00.00.0000	1400002	0
200003	TESTING 8	200003	09.08.2011	1400003	0
200003	TESTING 9	200003	09.08.2011	1400004	0
200003	TESTING 9	200003	11.08.2011	1400007	0
200010	TESTING 7	200010	11.08.2011	2100000	0
202000	AUC - CAPITAL GOODS	202000	09.08.2011	2200000	0

Execute (Following screen will come) Select line & go to "ENTER" Tab above this line :

Settlement AuC: Line item list											
Enter distribution rules (Shift+F6)											
Company code	1000										
Asset	2200000			AUC - Capital Goods							
Sub-number	0										

Status	DRG	Assign.	DocumentNo	Doc. Date	TType	AsstValDat	z	Amount
○○○	3		100000002	09.08.2011	100	09.08.2011		30,000.00
								<b>= 30,000.00</b>

New Screen will open - Here fill New Asset Number on which this cost will go:-

## Maintain Settlement Rule: Overview



Fixed asset   AUC - Capital Goods

Actual settlement

### Distribution rule group 4

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	No.	Str	From	From	To P	T
FXA	1400008-0		100							

Come back on the previous screen & save - It will show Distribution Rule Saved

Open New Tcode "AIBU"

## AuC Settlement: Initial Screen

Execute Line Items

Company code: 1000  
 Asset: 2200000  
 Sub-number: 0

**Date specifications**  
 Document Date: 11.08.2011  
 Asset Val. Date:   
 Posting Date: 11.08.2011  
 Period: 5

**Additional specifications**  
 Text:   
 Document Type:   
 Assignment:   
 Reference:

**Processing options**  
 Test Run  
 Detail List

Execute (It will show on which Asset this settlement is going)

## AuC Settlement: Initial Screen

Line Items

Company code:1000  
 Asset: 2200000 0 AUC - Capital Goods  
 Period: 05 Posting date: 11.08.2011  
 Fiscal year: 2011 Document date:11.08.2011  
 Doc.type: AA Val. date: 11.08.2011

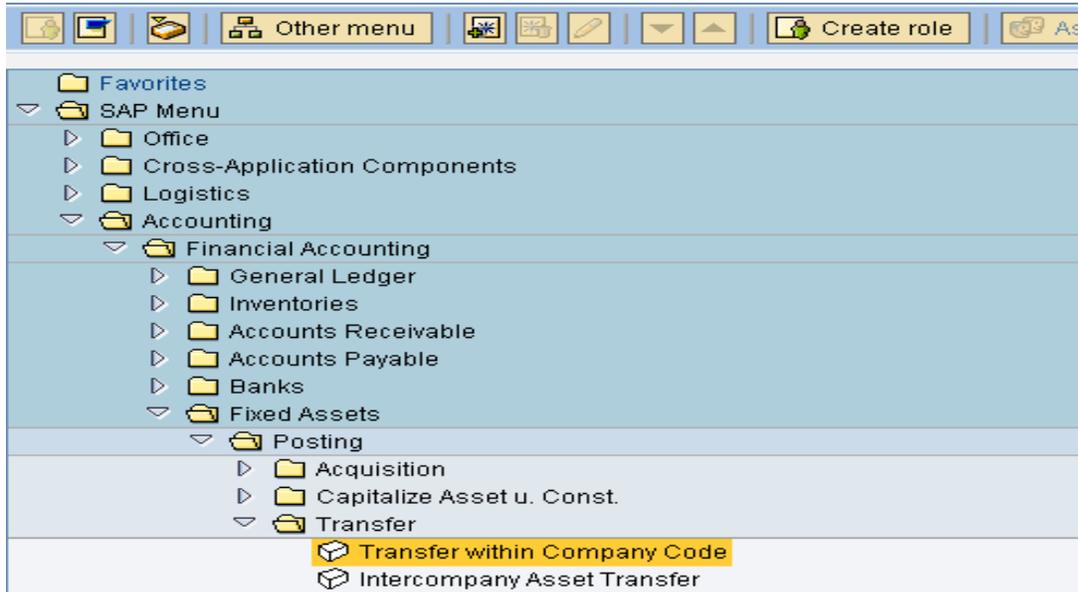
Acct Assignment Cat.	Settlement Receiver	T...	Amount posted	Crcy
Asset	1400008 0 Testing 10	346	30,000.00	INR
	1400008 0 Testing 10		30,000.00	INR
Asset			30,000.00	INR
			30,000.00	INR

Come back & remove “Tick” from Test Run & Detail List & “Execute”

Final Entry will be posted & Document Number will be shown by the System

## 45. Asset Transfer “ABUMN”

## SAP Easy Access



Screen will Open - Give Old Asset Code on Top & New Asset Code in Existing as below:

### Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code 1000 GKC Projects Limited  
Asset 1400008 0 Testing 10

Transaction Data Additional Details Partial Transfer Note

Document Date 12.08.2011  
Posting Date 12.08.2011  
Asset Value Date 12.08.2011  
Text Asset Transfer

Transfer to  
 Existing asset 1400009  
 New asset  
Description  
Asset Class  
Cost Center

Come to "Partial Transfer" Tab :

## Enter Asset Transaction: Transfer within Company Code

Line items
 Change company code
 Multiple assets

Company Code: 1000      GKC Projects Limited  
 Asset: 1400008      0      Testing 10

Transaction Data    Additional Details    Partial Transfer    Note

Amount posted: 10000  
 Percentage rate:  
 Quantity:

Related to  
 Prior-year acquis.  
 From curr.-yr aquis.

(choose Prior-Year acq or From curr-yr Aque)

Document Posted:

## Display Document: Data Entry View

Display Currency    General Ledger View

Data Entry View

Document Number: 100000010      Company Code: 1000      Fiscal Year: 2011  
 Document Date: 12.08.2011      Posting Date: 12.08.2011      Period: 5  
 Reference:      Cross-Comp.No.:  
 Currency: INR      Texts exist:       Ledger Group:

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx	BusA	Profit Center	D/C
1000	1	75		200003	000001400008	10,000.00-	INR		6100	6100	H
	2	70		200003	000001400009	10,000.00	INR		6100	6100	S

## 46. Asset Scrape "ABAVN"





## Create Remittance Challans

Company Details			
Company Code	1000		
Fiscal Year	2011		
Business Place/Section Code	B005	to	<input type="text"/>

Details of Withholding Tax Items			
Document Numbers	<input type="text"/>	to	<input type="text"/>
Posting Dates	01.09.2011	to	30.09.2011
Section	194J		
Payment Due Dates	<input type="text"/>	to	<input type="text"/>
Vendors	<input type="text"/>	to	<input type="text"/>
Recipient Types	<input type="text"/>	to	<input type="text"/>

Tax Remittance Details	
Document Date	07.10.2011
Posting Date	07.10.2011
Bank Account	220002
Business Area	<input type="text"/>
Bank Charges	<input type="text"/>

Execute

## 48. TDS - "J1INBANK"

### Bank Challan Update

Company Details	
Company Code	1000
Fiscal Year	2011

Remittance Challan	
Challan Clearing Number	1200000019
Internal Challan Number	000000000003
Internal Challan Date	07.10.2011

Bank Challan	
Bank Challan Number	777
Bank Challan Date	07.10.2011
Bank Key	HDFC