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General Transactions Useful For Easy Operation

1. How to Login into SAP?

DOUBLE CLICK ON SAPLOGON ICON 

DOUBLE CLICK ON YOUR RESPECTIVE MODULE

PUT YOUR USER ID

PUT YOUR PASSWORD

ENTER

2. How to Change Password?

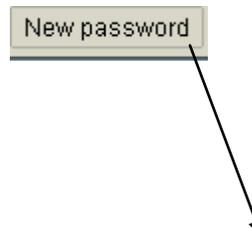
PUT YOUR USER ID

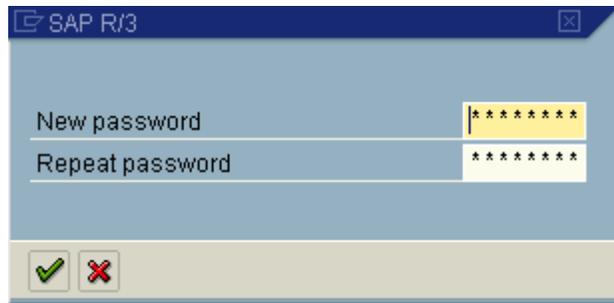
PUT YOUR OLD PASSWORD

WITHOUT PRESSING ENTER ON THE TOP LEFT

CLICK ON NEW PASSWORD

A BOX POPS UP





PUT YOUR NEW PASSWORD

RETYPE YOUR NEW PASSWORD

ENTER

3. How to Create/Change/Delete Favorites?

CREATE FAVORITE

ON THE SAP EASY ACCESS MENU RIGHT CLICK ON FAVOURITES AND SELECT INSERT TRANSACTION.

IN THE NEW WINDOW WRITE DOWN TRANSACTION CODE WITHOUT /N

ENTER

- **ALTERNATIVELY FROM THE TRANSACTION CODE MENU CLICK ON THE ICON 'ADD TO FAVORITES' TO AUTOMATICALLY UPDATE THE TRANSACTION IN THE FAVORITE FOLDER**



DELETE FAVORITE

RIGHT CLICK ON A FAVORITE

SELECT DELETE FAVORITE

MESSAGE WILL APPEAR 'NODE DELETED FROM FAVOURITE LIST'

- **ALTERNATIVELY FROM THE FAVORITE FOLDER CLICK ON THE TRANSACTION CODE THEN CLICK ON DELETE ICON TO DELETE IT FROM THE FAVORITE FOLDER**



4. How to Create/ Use Variants?

CREATE VARIANT

(YOU CAN CONFIGURE VARIANT FOR ANY REPORT: EG: /NFBL5N)

T.CODE: /NFBL5N

GO TO MULTIPLE SELECTION BUTTON OF THE CUSTOMER ACCOUNT 

AND ENTER ALL THE CUSTOMER CODES FOR WHOM YOU WANT TO SEE THE BALANCES.

COMPANY CODE: ENTER YOUR COMPANY CODE EG: 3100

ON FOLLOWING → LINE ITEM SELECTION SELECT THE RELEVANT RADIO BUTTON

<input checked="" type="radio"/> Open items		
Open at key date	30.01.2007	
<input type="radio"/> All items		
Posting date		to
<input type="radio"/> Cleared items		
Clearing date		to

ENTER THE DATE INTERVALS RESPECTIVELY.

ENTER THE LAYOUT NAME

- | | |
|--------|-------|
| Layout | /1SAP |
|--------|-------|

THEN IN THE MENU PATH SELECT GOTO>VARIANTS> SAVE AS VARIANT

IN THE NEW SCREEN ENTER YOUR VARIANT NAME AND DESCRIPTION

SAVE 

USE VARAINT

FOR EXAMPLE TCODE :/NFBL5N

IN MENU PATH: GOTO > VARIANTS > GET

IN THE NEW WINDOW WRITE YOUR VARIANT NAME

CLICK ON EXECUTE  OR F8

NOW ALL THE PARAMETERS WHICH YOU HAVE CONFIGURED IN VARIANT WILL APPEAR

THE ORIGINAL SCREEN SHALL REAPPEAR & EITHER PRESS F8 OR CLICK ON  TO VIEW.

5. How to Use SAP mail?

CREATE A MAIL

CLICK ON BROWN BOX ICON ON SAP EASY ACCESS MENU SCREEN .

ALTERNATIVELY THE TRANSACTION CODE SBWP CAN ALSO BE USED

YOU ENTER THE BUSINESS WORKPLACE

TO CREATE A NEW MESSAGE CLICK ON NEW MESSAGE



YOU ENTER A NEW SCREEN

TITLE: PUT THE SUBJECT

CLICK ON THE WHITE SPACE TO WRITE YOUR MESSAGE

IN THE RECIPIENT BOX EITHER SELECT HIS NAME OR ENTER HIS SAP USER NAME



SELECT SAP USER NAME IN RECEIPT TYPE IF YOU ENTER SAP USER NAME IN RECEIPT.



CLICK ON SEND ICON TO SEND THE MAIL ON THE TOP LEFT



ATTACH A FILE

REPEAT ABOVE STEPS BUT BEFORE CLICKING ON SEND DO THE FOLLOWING

CLICK ON CLIP ICON ON THE TOP LEFT OF THE SCREEN



BOX OPENS UP, BROWSE THE FILE YOU WANT TO ATTACH

SELECT THE FILE AND CLICK OPEN.



MESSAGE COMES “ATTACHMENT CREATED”

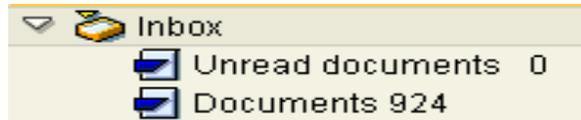
CLICK ON SEND ICON TO SEND THE MAIL ON THE TOP LEFT.



VIEW NEW MAIL

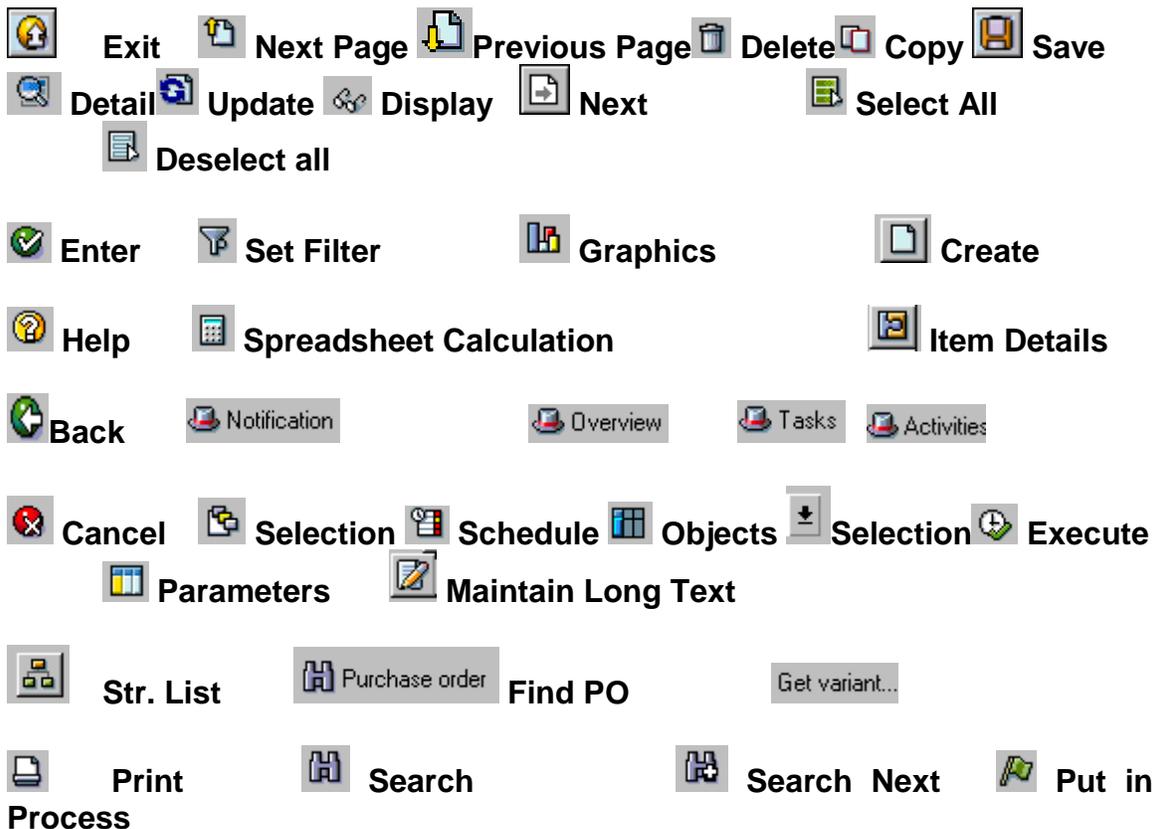
REPEAT STEPS FIRST TWO STEPS OF *CREATE A MAIL*.

TO VIEW NEW MAILS CLICK ON INBOX ON LEFT SIDE OF THE SCREEN



DOUBLE CLICK ON THE ITEMS YOU WANT TO VIEW FROM THE LIST SHOWN ON THE RIGHT SIDE OF THE SCREEN.

6. How to use various Icons?



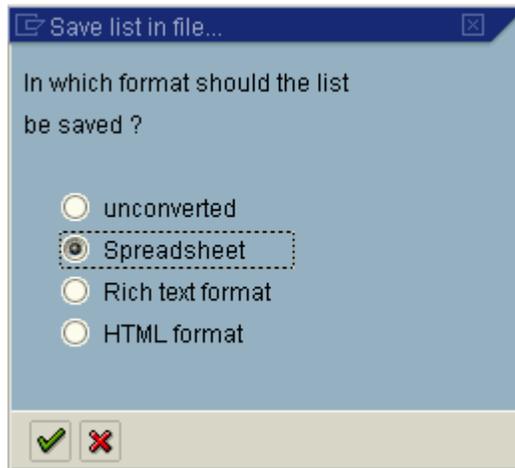
7. How to hold data?

ENTER ALL THE DATA WHICH YOU WANT HOLD IN ANY TRANSACTION AND FOLLOW THE MENU PATH ---SYSTEM > USER PROFILE > HOLD DATA

8. How to transfer a Report in SAP to Excel format?

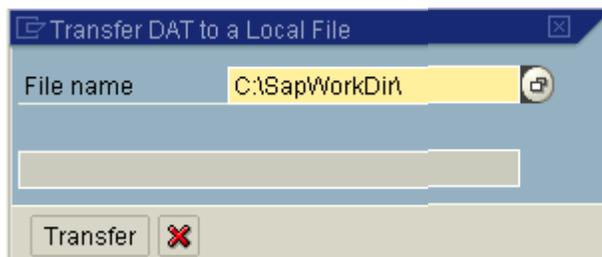
MENU PATH SYSTEM > LIST > SAVE > LOCAL FILE

IN THE NEW WINDOW SELECT SPREAD SHEET RADIO BUTTON



ENTER

IN THE NEW WINDOW GIVE THE MENU PATH WHERE THE FILE SHOULD BE SAVED



CLICK ON TRANFER BUTTON

THE MESSAGE WILL APPEAR 'XXXX BYTES TRANFERRED'

9. How to set the layout for FB60 Transaction screen?

ENTER T CODE FB60

CLICK ON THE COLUMN COST CENTER

Co...	Tradi...	Par...	Cost center
2300			

KEEP PRESSING THE LEFT CLICK OF THE MOUSE

DRAG THE MOUSE TO THE COLUMN WHERE YOU WANT TO TAKE THE COST CENTER COLUMN

LEAVE THE MOUSE BUTTON

ACCORDINGLY ADJUST ALL THE COLUMNS AND BRING THEM TO CONVINIENT POSITION FOR EXAMPLE FOR THE FIELDS COST CENTER, ASSIGNMENT, PERSONNEL, TEXT, FUND.

CLICK ON THE SAME BAR AT RIGHT HAND CORNER ON YELLOW /BLUE TABLE SETTING TAB 

WRITE THE VARIANT NAME FOR EXAMPLE YOUR LOCATION CODE



Maintain Variants

Variant

Use as standard setting

 Create

CLICK CREATE

SAVE

Basic Transactions

10. How to view balance in a General Ledger Account?

T.CODE /NFS10N

GL ACCOUNT: ENTER THE GL ACCOUNT NO.

COMPANY CODE: ENTER YOUR COMPANY CODE EG: 3100

FISCAL YEAR: ENTER FINANCIAL YEAR : 2006

CLICK ON CLOCK 

11. How to view balance in a Vendor / Employee Account?

TCODE: FBL1N

ACCOUNT: ACCOUNT OF VENDOR WHICH IS EQUAL TO EMPLOYEE NUMBER

COMPANY CODE: 3100

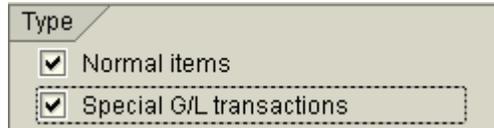
IF YOU WANT TO SEE ALL THE OPEN ITEMS CLICK ON RADIO BUTTON OF OPEN ITEMS.

IF YOU WANT TO SEE ALL THE CLEARED ITEMS CLICK ON RADIO BUTTON CLEARED.

IF YOU WANT TO SEE BOTH CLICK ON ALL ITEMS RADIO BUTTON.

<input checked="" type="radio"/> Open items			
Open at key date	30.01.2007		
<input type="radio"/> All items			
Posting date		to	
<input type="radio"/> Cleared items			
Clearing date		to	

CLICK ON NORMAL ITEM CHECK BOX IF YOU WANT TO SEE ONLY UNPAID VOUCHERS. CLICK ON SP GL ALSO IF YOU WANT TO SEE ALL LOANS/ADVANCES ALSO.



The image shows a dialog box titled 'Type' with a light gray background. It contains two checkboxes, both of which are checked. The first checkbox is labeled 'Normal items' and the second is labeled 'Special G/L transactions'. The second checkbox is enclosed in a dashed rectangular border.

CLICK ON CLOCK  OR PRESS F8

12. How to view balance in a Customer Account?

CUSTOMER STATEMENT OF ACCOUNT

T.CODE: FBL5N

CUSTOMER CODE

COMPANY CODE

PUT THE BUTTON ON OPEN ITEMS

PUT THE DATE AND EXECUTE

SINGLE LINE PAD

T.CODE: YFR106

BALANCE AS ON: TODAY'S DATE

CONTROLLING PLANT: LEAVE BLANK TO VIEW ENTIRE TRANSACTIONS

FIND OUT WHETHER THAT DOCUMENT IS OPEN OR CLEARED

TCODE: FBL5N

ACCOUNT: CUSTOMER ACCOUNT FOR WHICH THIS WAS THE CASH RECEIPT

COMPANY CODE: ENTER YOUR COMPANY CODE EG 3100

SELECT THE ALL ITEM RADIO BUTTON.

CLICK ON CLOCK

IF THE DOCUMENT COMES OUT TO BE IN RED THEN IN THIS LIST THEN IT IS OPEN ITEM DOCUMENT AND IF THE DOCUMENT COMES OUT TO BE GREEN THEN IN LIST THEN IT IS CLEARED ITEM DOCUMENT

Status:  open  Parked  Cleared

13. How to display a list of Accounting Document?

DISPLAY SINGLE DOCUMENT ONLY

TCODE: FB03

DOCUMENT NO. : ENTER THE DOCUMENT NO. TO BE VIEWED

COMPANY CODE : ENTER DESIRED CO.CODE

FISCAL YEAR : ENTER 2006

PRESS ENTER

THE SYSTEM WILL NOW DISPLAY THE ACCOUNTING DOCUMENT

DISPLAY MANY DOCUMENTS

T CODE FB03

CLICK AT LIST ICON ON THE EXTREME LEFT CORNER

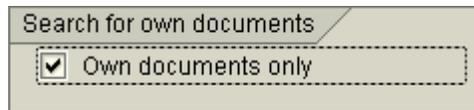


COMPANY CODE: PUT YOUR COMPANY CODE

FISCAL YEAR: E.G. 2006

GIVE THE ENTRY DATE

AND LASTLY CLICK THE “OWN DOCUMENTS ONLY” CHECK BOX (IF YOU WANT TO SEE THE DOCUMENTS POSTED BY YOURSELF) AT THE BOTTOM.



THE SYSTEM WILL GIVE A LIST OF ALL DOC. PASSED BY YOU FOR THE DESIRED ENTRY DATE.

YOU CAN SEE THE DOC. DIRECTLY BY DOUBLE CLICKING IT

14. How to change editable field of a Document?

TCODE : FB02

DOCUMENT NO. : ENTER THE DOCUMENT NO. TO BE VIEWED

COMPANY CODE : ENTER DESIRED CO.CODE

FISCAL YEAR : ENTER YEAR

DOUBLE CLICK ON FIRST LINE ITEM

THE DOCUMENT FIRST LINE ITEM OPENS UP YOU CAN CHANGE THE ASSIGNMENT AND TEXT, WHICH IS NOT GRAYED OUT.

Assignment	CHANGEABLE
Text	CAN BE CHANGED FOR NARRATION

YOU CAN GO TO NEXT LINE ITEM BY CLICKING ON NEXT ITEM BUTTON  + Next item

IF YOU WANT TO CHANGE THE DOCUMENT HEADER TEXT OR REFERENCE CLICK ON HAT.

AFTER MAKING THE CHANGES SAVE THE DOCUMENT

15. How to view Customer master data?

TCODE: /NFD03

CUSTOMER: ENTER CUSTOMER CODE

COMPANY CODE: ENTER YOUR COMPANY CODE EG. 3100

ENTER

16. How to view Vendor master data?

TCODE:/NFK03

CUSTOMER:ENTER VENDOR CODE

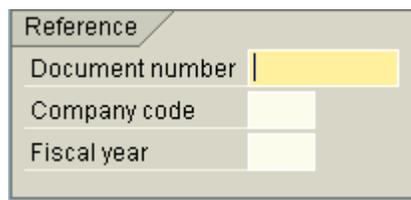
COMPANY CODE: ENTER YOUR COMPANY CODE EG. 3100

ENTER

17. How to post a document with reference to old document?

T.CODE: FBR2

THE SCREEN SHALL APPEAR AS BELOW & THE DESIRED REFERENCE DOCUMENT NUMBER, COMPANY CODE & FISCAL YEAR BE ENTERED



Reference	
Document number	<input type="text"/>
Company code	<input type="text"/>
Fiscal year	<input type="text"/>

CLICK ON DISPLAY LINE ITEMS

ENTER

NOW THE SYSTEM WILL DISPLAY ALL THE ACCOUNTING ENTRIES YOU HAVE DONE IN THE OLD DOCUMENT, KEEP ON ENTERING AND DO THE CHANGES WHEREVER NECESSARY AND SIMULATE & SAVE .

VENDORS (PAYMENT) RELATED TRANSACTIONS

18. How to Create Check Lots?

TCODE: FCHI

PAYING COMPANY CODE: EG.3100

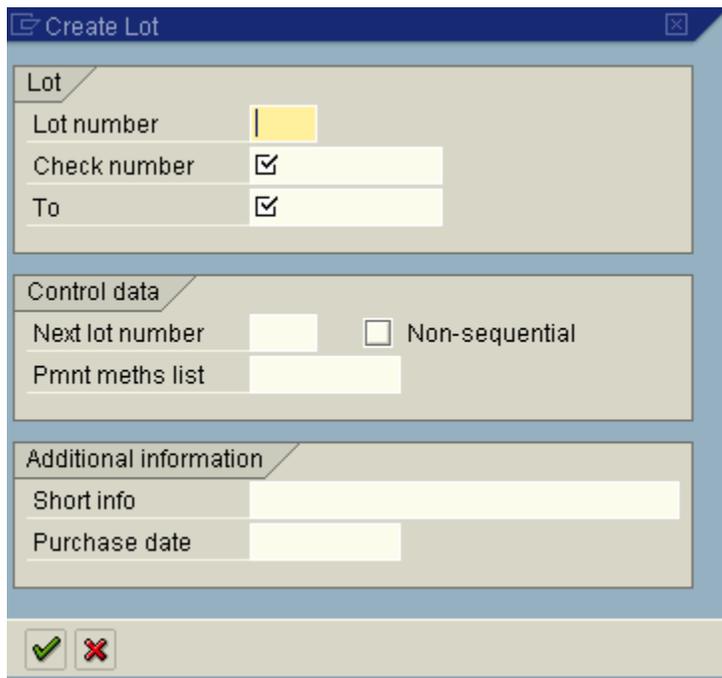
HOUSE BANK: EG. SG232

ACCOUNT ID : IMOIP(CHECK LOTS SHOULD BE CREATED ONLY FOR IDS ENDING WITH P)

PRESS SHIFT+F5 OR CLICK AT THE CHANGE ICON (PENCIL SHAPE) 

CLICK AT EDIT >CREATE

THE NEXT SCREEN SHALL APPEAR AS FOLLOWS



LOT NUMBER: MENTION HERE THE LOT NUMBER TO BE CREATED.

CHEQUE NUMBER: MENTION HERE THE CHEQUE STARTING SERIES NO.

TO: MENTION HERE THE END OF THE SERIES NO.

GIVE SHORT TEXT IN THE TEXT BOX

PRESS ENTER AND SAVE.

19. Payment to Employees for Expenses

STEP 1 EXPENSES BOOKING

TCODE: /NFB60 WHICH IS BASICALLY IN TWO PARTS.THE FIRST PART ON TOP IS THE PORTION RELATED TO VENDOR & THE SECOND PART IS RELATED TO THE EXPENSE ACCOUNT.THE TOP SCREEN APPEARS AS BELOW & THE DETAILS TO BE FILLED UP IS AS EXPLAINED;

The screenshot displays the SAP NFB60 transaction screen with the following fields and values:

Field	Value
Vendor	[Yellow box]
Invoice date	[Yellow box]
Posting date	31.01.2007
Reference	[Yellow box]
Cross-CC no.	[Yellow box]
Amount	[Yellow box]
Tax amount	[Yellow box]
Bus.place/sectn	[Yellow box] / [Yellow box]
Text	[Yellow box]
Company Code	1200 Punjab& Himachal SO Chandigarh

Additional fields and options visible on the right side of the screen:

- Sp.G/L: [Yellow box]
- Doc. type: KR Vendor invoice
- Currency: INR
- Calculate tax:

VENDOR: ENTER THE EMPLOYEE NO

INVOICE DATE: ENTER THE CURRENT DATE

REFERENCE: PLANT CODE

AMOUNT: ENTER THE AMOUNT PAYABLE.

BUSINESS PLACE /SECTION: ENTER SECTION CODE EG. ENTER 3100

IN THE SECOND PART IN THE G/L ACCOUNT: ENTER THE RELEVANT EXPENSE G/L ACCOUNT

E.G. FOR TA BILL PAYMENT – 5290600051 - FARE

5290600052 – DA ETC

AMOUNT IN DOCUMENT CURRENCY – ENTER THE AMOUNT

NOTE: ENTER THE COST CENTER IN THE COST CENTER COL. M53801

ENTER THE EMPLOYEE NO. IN THE PERSONNEL COLUMN

SIMULATE DOCUMENT & SAVE (DOC. NO WILL BE 41XXXXXXXX)

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EXPENDITUREDR

EMPLOYEE/VENDOR.....CR

STEP 2 PAY TO THE EMPLOYEE FROM BANK OR CASH

TCODE: /NF-53

THE SCREEN LAYOUT IS IN THREE PARTS FIRST – HEADER DETAILS, THEN BANK DATA & LASTLY LINE ITEM OF THE VENDOR LYING OPEN FROM THE OPEN ITEM SELECTION.

HEADER DATA

DOCUMENT DATE: CURRENT DATE

POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE DEFAULTED DON'T CHANGE

REFERENCE

BANK DATA

ACCOUNT: 7013123022 IF BANK PAYMENT (IT SHALL BE THE PAYMENT G/L ACCOUNT OF YOUR LOCATION ENDING WITH '2')

351XXXX000 IF CASH PAYMENT (XXXX IS YOUR LOCATION CODE).

AMOUNT: PUT THE AMOUNT

OPEN ITEM SELECTION

ACCOUNT : PUT THE EMPLOYEE NUMBER

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

STEP 3 PRINT CHEQUE ONLY IF PAID THROUGH BANK

TCODE: /NFBZ5

DOC. NO. : ENTER THE PAYMENT DOC NUMBER I.E. 42XXXXXXXXX

COMPANY CODE: ENTER YOUR CO.CODE

FISCAL YEAR : 2006 OR RELEVANT YEAR

PAYMENT METHOD : ENTER DEFAULT PAYMENT METHOD 'C' OR ANY OTHER PYMT.METHOD SPECIFIED .

CHEQUE LOT : ENTER THE RELEVANT CHEQUE LOT

CLICK PRINT IMMEDIATELY BUTTON.

CLICK THE PRINTER BUTTON 

THE SYSTEM WILL PRINT THE CHEQUE AND GIVE A MESSAGE

PRINT JOB COMPLETED.

STEP4 VERIFY WHETHER CHEQUE HAS BEEN ISSUED PROPERLY

TCODE: /NFCHN

THE SCREEN SHALL APPEAR AS BELOW

The screenshot shows the SAP T-Code /NFCHN screen. It has a blue header bar with two tabs: 'General selections' and 'Further selections'. Below the header, there are three input fields: 'Paying company code' (with a yellow background and a clock icon), 'House bank' (with a yellow background), and 'Account ID' (with a yellow background). Below these fields is a checkbox labeled 'Payroll checks'. At the bottom, there are two tabs: 'General selections' and 'Further selections'.

PAYING COMPANY CODE: STATE OFFICE CODE

HOUSE BANK: ENTER HOUSE BANK

ACCOUNT ID: EG.IMP01P

CLICK ON FURTHER SELECTIONS

PUT THE CREATION DATE AS TODAYS DATE TO SEE CHEQUES ONLY FOR TODAY.

The screenshot shows the SAP T-Code /NFCHN screen with the 'Further selections' tab selected. The 'Date of Issue' field is empty, and the 'Creation Date' field is set to '30.01.2007'. The 'to' field is also empty. The 'Creation Date' field is highlighted with a dashed border. An arrow points to the 'Further selections' tab.

CLICK ON CLOCK. 

STEP 5 TAKE VOUCHER PRINT & GET IT SIGNED BY EMPLOYEE

TCODE: /NYFR121

COMPANY CODE: ENTER 3100

DOCUMENT NO. : ENTER THE DOCUMENT NO. FOR WHICH THE JV IS TO BE PRINTED

FISCAL YEAR: 2006

CLICK ON CLOCK 

THE SYSTEM WILL GIVE A MESSAGE SAYING “ ONE DOCUMENT WAS SELECTED”

PRESS ENTER OR CLICK THE TICK MARK

THE SYSTEM WILL GIVE A MESSAGE “ WOULD YOU LIKE TO ISSUE THE REQUEST”

PRESS ENTER OR CLICK THE YES BUTTON

OUTPUT DEVICE: ENTER ZEPS

SELECT PRINT IMMEDIATELY FROM THE OUTPUT OPTION

CLICK THE PRINTER BUTTON.

20. Payment to Employees for Salary

STEP 1 SALARY DRAFT RECEIVED FROM STATE OFFICE

T.CODE: F-04

DOCUMENT DATE

TYPE: GZ

COMPANY CODE: STATE OFFICE CODE

POSTING DATE: IT WILL BE DEFAULTED

CURRENCY: INR

DOCUMENT HEADER TEXT: ADVANCE NUMBER

PST KY40

ACCOUNT: BANK G/L ACCOUNT- IMPREST INCOMING

PRESS ENTER

AMOUNT

ASSIGNMENT: PAYMENT METHOD AND INSTRUMENT NUMBER

**TEXT : MENTION THE DATE OF THE INSTRUMENT IN THE
FORMAT DD.MM.YYYY FOLLOWED BY BANK NAME**

CLICK ON CHOOSE OPEN ITEM

ACCOUNT : 7999999999 (G.L ACCOUNT FOR FUND IN TRANSIT)

CLICK ON PROCESS OPEN ITEM

SELECT THE DOCUMENT GENERATED BY SO

SIMULATE & POST

78 SERIES DOC NO. SHALL GET GENERATED.

MAKE THE BDS/DCR USING YF07/YF007

**NOW THE MONEY IS AVAILABLE WITH THE LOCATION TO
MAKE THE PAYMENTS.**

STEP 2 MAKE ENTRY FOR BOOKING SALARY PAYABLE FOR EVERY EMPLOYEE INDIVIDUALLY

TCODE: F-53

PUT THE DOC DATE AND POSTING DATE

PUT OUTGOING BANK GL CODE FOR BANK DATA

PUT REFERENCE ON WHICH SORTING CAN BE DONE LIKE 'PLANT/LOCATION CODE'.

AMOUNT: ENTER THE AMOUNT PAYABLE

PUT EMPLOYEE CODE IN OPEN ITEM SELECTION

CLICK ON PROCESS OPEN ITEM, SELECT THE ENTRY PASSED BY STATE OFFICE FOR THE EMPLOYEE AND SAVE

STEP 3 TRANSFERING THE INDIVIDUAL EMPLOYEE BALANCES TO YOURSELF ACCOUNT FOR DD OR DIRECT TRANSFER TO BANK ACCOUNT-THIS HAS TO BE DONE BEFORE F-53 IF REQUIRED

TCODE: /NF-51 DOC TYPE- KA

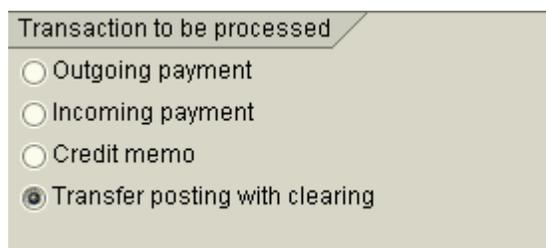
DOCUMENT DATE: CURRENT DATE

COMPANY CODE: RESPECTIVE CO.CODE EG. 3100

CURRENCY: INR

PUT REFERENCE ON WHICH SORTING CAN BE DONE LIKE 'PLANT/LOCATION CODE'

NOTE: PLEASE SEE THAT THE RADIO BUTTON IS AT "TRANSFER POSTING WITH CLEARING".



Transaction to be processed

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

CLICK CHOOSE OPEN ITEM ON THE TOP LEFT OF THE SCREEN

Choose open items,
THE NEXT SCREEN APPEARS

Process open items

Open item selection

Company code 1100

Account 28697

Account type K

Special G/L ind Normal OI

Pmnt advice no.

Other accounts

ACCOUNT: PUT ONE EMPLOYEE ACCOUNT

CLICK ON OTHER ACCOUNTS AND PRESS ENTER

SCREEN OPENS WITH MANY COLUMNS

Account	AccTy	CoCd	Standard OIs	Special G/L ind
			<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	

FILL ACCOUNT: EMPLOYEE CODE

ACCOUNT TYPE: K

COMPANY CODE: ENTER YOUR COMPANY CODE EG: 3100

SELECT / TICK ON STANDARD O/S

REPEAT THE STEPS FROM 12 TO 15 FOR ALL THE EMPLOYEES

ENTER

CHOOSE RELEVANT LINE ITEM OF SPECIFIED EMPLOYEES

CLICK ON GREEN ARROW 

PST KY: 31

ACCOUNT: ENTER YOURSELF VENDOR CODE

ENTER

AMOUNT: PUT THE TOTAL AMOUNT TO BE GIVEN TO ALL EMPLOYEES

ASSINGNMENT: LOCATION CODE

TEXT: NARRATION

DOCUMENT>SIMULATE>SAVE

SYSTEM GIVES A DOC. STARTING FROM 11*****

STEP 4 MAKE AN OUGOING PAYMENT ON YOURSELF VENDOR CODE

TCODE: /NF-53

HEADER DATA

DOCUMENT DATE: CURRENT DATE

POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE DEFAULTED DON'T CHANGE

PUT REFERENCE ON WHICH SORTING CAN BE DONE LIKE 'PLANT/LOCATION CODE'

BANK DATA

ACCOUNT: 7013123022 IF BANK PAYMENT

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT: PUT THE CODE OF YOURSELF VENDOR A/C

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

STEP 5 PRINT CHEQUE ONLY IF PAID THROUGH BANK

THE SAME HAS BEEN ELABORATED STEP WISE ON. PAGE NO. 19

STEP 6 VERIFY WHETHER CHEQUE HAS BEEN ISSUED PROPERLY

THE SAME HAS BEEN ELABORATED STEP WISE ON PAGE NO. 19

21. Payment to Employees for Advances

STEP 1 ADVANCE PAYMENT THROUGH BANK OR CASH

TCODE: F-48

DOCUMENT DATE : ENTER THE CURRENT DATE

REFERENCE:

THE FOLLOWING FIELDS SHALL APPEAR AS UNDER

Vendor	
Account	<input type="text"/>
Special G/L ind	<input checked="" type="checkbox"/>
Altern.comp.cde	<input type="text"/>
Bank	
Account	<input checked="" type="checkbox"/> <input type="text"/>
Business area	<input type="text"/>
Amount	<input type="text"/>
LC amount	<input type="text"/>
Bank charges	<input type="text"/>
LC bank charges	<input type="text"/>
Value date	<input type="text"/>
Profit center	<input type="text"/>
Text	<input type="text"/>
Assignment	<input type="text"/>

ACCOUNT : ENTER THE EMPLOYEE CODE

**ENTER THE SPECIAL G/L: FOR EG. FOR TOUR ADVANCE
ENTER "N"**

**ACCOUNT : ENTER THE OUTGOING BANK G/L CODE
7013123022 OR CASH ACCOUNT 3513123000**

AMOUNT : ENTER THE AMOUNT OF ADVANCE

PRESS ENTER

AMOUNT : ENTER * (IT COPIES THE EARLIER AMOUNT)

ASSIGNMENT : DETAILS YOU WANT TO CAPTURE

TEXT : DETAILS YOU WANT TO CAPTURE

SIMULATE

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EMPLOYEE / VENDOR.....DR

BANK.....CR

SAVE

**THE SYSTEM WILL GIVE A DOC. NO. STARTING WITH
42XXXXXXXX**

STEP 2 TO PRINT CHEQUE IF PAYMENT IS THROUGH BANK

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO. 19

22. Settlement of advance already given to employee

CASE – 1: WHEN EXPENDITURE IS MORE THAN ADVANCE GIVEN

STEP1 EXPENSES BOOKING AND CREATING LIABILITY FOR BALANCE AMOUNT TO BE PAID TO EMPLOYEE AFTER ADJUSTING THE ADVANCE AMOUNT

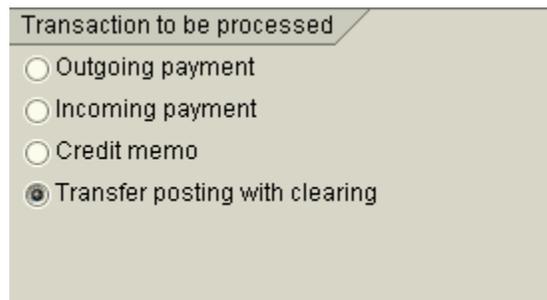
TCODE: F-51 DOC TYPE - KA

DOCUMENT DATE: ENTER THE CURRENT DATE

REFERENCE: PUT YOUR LOCATION CODE

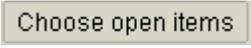
NOTE: PLEASE SEE THAT THE RADIO BUTTON IS AT

“TRANSFER POSTING WITH CLEARING”



The screenshot shows a dialog box titled "Transaction to be processed" with four radio button options: "Outgoing payment", "Incoming payment", "Credit memo", and "Transfer posting with clearing". The "Transfer posting with clearing" option is selected, indicated by a filled radio button.

CLICK CHOOSE OPEN ITEM ON THE TOP LEFT



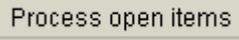
ACCOUNT: ENTER THE EMPLOYEE NO.

SPL. G/L: ENTER THE RELEVANT SPL. G/L. FOR EXAMPLE: IF TA ADVANCE IS TO BE ADJUSTED THEN ENTER “N”.ALSO REMOVE THE TICK FROM ‘NORMAL OI’

Open item selection	
Company code	1100
Account	
Account type	K
Special G/L ind	# <input type="checkbox"/> Normal OI
Pmnt advice no.	

e.g. OF FEW ADVANCES COULD BE

L	Furniture/Comp w/o interest
M	Medical Advance
N	Tour advance
O	LTC Advance
P	Payment Request
Q	LC - Noted Item
R	IMPREST TO EMPLOYEES
S	Festival/Flood/Draught etc..
T	HBA Interest Unsecured
U	INTEREST ON VEHICLE SECURED
V	Office Purchase Advance

CLICK PROCESS OPEN ITEM ICON ON TOP LEFT 

SELECT THE ADVANCE TO BE ADJUSTED BY DOUBLE CLICKING

CLICK ON GREEN ARROW 

PSTKY: ENTER 40

ACCOUNT; ENTER THE RELEVANT EXPENDITURE G/L CODE

PRESS ENTER

AMOUNT: ENTER THE EXPENDITURE AMOUNT

ENTER THE COST CENTER EG M53801

TEXT: ENTER ANY DETAILS

PSTKY: ENTER 31

ACCOUNT: ENTER THE EMPLOYEE CODE

PRESS ENTER

AMOUNT: ENTER THE ACTUAL BALANCE AMOUNT TO BE PAID

ASSIGNMENT: 3100

TEXT: REMARKS

SIMULATE

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EXPENDITURE 1.....DR

EMPLOYEE(ADVANCE).....CR

EMPLOYEE(BAL. AMOUNT).....CR

SAVE.

THE SYSTEM WILL GIVE A DOC. NO. STARTING WITH 11XXXXXXX

STEP 2 FINAL PAYMENT TO EMPLOYEE OUT BANK OR CASH

TCODE: F-53

DOCUMENT DATE: CURRENT DATE

POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE DEFAULTED DON'T CHANGE

PUT REFERENCE ON WHICH SORTING CAN BE DONE LIKE 'PLANT/LOCATION CODE'.

BANK DATA

ACCOUNT: OUTGOING BANK GL A/C 701XXXX022 OR CASH A/C 351XXXX000 (XXXX = PLANT CODE)

AMOUNT: PUT THE AMOUNT TO BE GIVEN

OPEN ITEM SELECTION

ACCOUNT: PUT THE EMPLOYEE NUMBER

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT YOU WANT TO SELECT THIS SHOULD BE IN BLUE

DOCUMENT ->SIMULATE-> SAVE

STEP 3 TO PRINT CHEQUE IF PAYMENT IS THROUGH BANK

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO. 19

CASE – 2 WHEN EXPENDITURE IS LESS THAN ADVANCE GIVEN

STEP1 EXPENSES BOOKING AND SHOWING BALANCE AMOUNT AS RECOVERABLE FROM EMPLOYEE

TCODE : F-51 DOC TYPE KA

DOCUMENT DATE : ENTER THE CURRENT DATE

REFERENCE: PLANT CODE

NOTE: PLEASE SEE THAT THE RADIO BUTTON IS AT “TRANSFER POSTING WITH CLEARING”

CLICK CHOOSE OPEN ITEM

ACCOUNT: ENTER THE EMPLOYEE NO.

SPL. G/L: ENTER THE RELEVANT SPL. G/L . FOR EXAMPLE IF TA ADVANCE IS TO BE ADJUSTED THEN ENTER “N”

CLICK PROCESS OPEN ITEM

SELECT THE ADVANCE TO BE ADJUSTED BY DOUBLE CLICKING

CLICK ON GREEN ARROW

PSTKY: ENTER 40

ACCOUNT; ENTER THE RELEVANT EXPENDITURE G/L CODE

PRESS ENTER

AMOUNT: ENTER THE EXPENDITURE AMOUNT

ENTER THE COST CENTRE

TEXT: ENTER ANY DETAILS

PSTKY: ENTER 21

ACCOUNT: ENTER THE EMPLOYEE CODE

PRESS ENTER

**AMOUNT: ENTER THE ACTUAL BALANCE ADJUSTMENT
AMOUNT**

ASSIGNMENT: XXXX (PLANT CODE)

TEXT: REMARKS

SIMULATE

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EXPENDITURE 1.....DR

EMPLOYEE (BAL. AMOUNT).....DR

EMPLOYEE (ADVANCE).....CR

SAVE.

**THE SYSTEM WILL GIVE A DOC. NO. STARTING WITH
11XXXXXXX**

- 23. Payment to Indian Oil Loc. for Special/ Imprest
adv. from S.O.**

THROUGH CHEQUE

STEP 1 CREATION OF LIABILITY

TCODE : /NF-53

DOCUMENT DATE: DATE OF THE DOCUMENT OR CURRENT DATE

COMPANY CODE: STATE OFFICE CODE TCODE: F-53

POSTING DATE : SHALL COME BY DEFAULT

CURRENCY : INR

REFERENCE : SENDING LOCATION CODE

FOLLOWING SCREEN SHALL APPEAR, WHEREIN

First line item			
PstKy	Account	Sp.G/L	Trans.type

PSTKY =40 & ACCOUNT=7999999999, THEN PRESS 'ENTER'

**AMOUNT = DESIRED AMOUNT,
RECVG.PLANT CODE &
IMPREST NO.**

**ASSIGNMENT =
TEXT = DETAILS OF**

**IN THE NEXT LINE ITEM, PSTKY =31 & ACCOUNT='ONE-TIME
VENDOR, THEN PRESS 'ENTER' THE FOLLOWING SCREEN
SHALL APPEAR**

Item 2 / Business partner data			
Title		Language key	EN
Name	<input checked="" type="checkbox"/>		
Street			
P.O. Box		PO box PCode	
City	<input checked="" type="checkbox"/>	Postal code	
Country	IN	State	

ALL THE DETAILS LIKE NAME, CITY, PO BOX SHOULD BE CAREFULLY FILLED, AS THE CHEQUE SHALL BE PRINTED FROM THIS DETAIL.THEN PRESS ENTER & THE NEXT SCREEN POPS-UP

GIVE THE AMOUNT & THE DETAILS IN THE ASSIGNMENT AS WELL AS THE TEXT FIELD, THEN PRESS ENTER. THE ENTRY THAT SHALL BE DISPLAYED SHALL BE

Document date	02.02.2007	Type	AB	Company code	1100	
Posting date	02.02.2007	Period	11	Currency	INR	
Document number	INTERNAL	Fiscal year	2006	Translation dte	02.02.2007	
Reference	1121			Cross-CC no.		
Doc.header text				Trading part.BA		
Items in document currency						
	PK	BusA	Acct	INR	Amount	Tax amnt
001	40		7999999999 FUNDS RECOUP.IN TRA		123.00	
002	31		0010600000 ONE TIME VENDOR (FOR		123.00-	

SAVE..DOC STARTING WITH 11* SHALL BE GENERATED

STEP 1 PAYMENT OF LIABILITY

TCODE : F-53

DOCUMENT DATE: DATE OF THE DOCUMENT OR CURRENT DATE

COMPANY CODE: STATE OFFICE CODE

POSTING DATE : SHALL COME BY DEFAULT

REFERENCE :PLANT/LOC. CODE

BANK DATA

**ACCOUNT: OUTGOING BANK GL A/C 701XXXX022 OR CASH
A/C 351XXXX000 (XXXX = PLANT CODE)**

AMOUNT: PUT THE AMOUNT TO BE GIVEN

OPEN ITME SELECTION

ACCOUNT: PUT THE ONE TIME VENDOR CODE

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

**SELECT THE AMOUNT YOU WANT TO SELECT THIS SHOULD
BE IN BLUE**

78000001167	GZ	01.06.2...	35	611	3,851.00-	
11000000038	AB	02.02.2...	31	0	123.00-	
78000008031	GZ	16.03.2...	31	688	9,033.00-	

**DOCUMENT ->SIMULATE-> SAVE..THE ENTRY GENERATED
SHALL BE**

Document date	02.02.2007	Type	KZ	Company code	1100	
Posting date	02.02.2007	Period	11	Currency	INR	
Document number	INTERNAL	Fiscal year	2006	Translation dte	02.02.2007	
Reference	1121			Cross-CC no.		
Doc.header text				Trading part.BA		
Items in document currency						
PK	BusA	Acct		INR	Amount	Tax amnt
001	50	6011121022 PPAT TL	SS 0		123.00-	
002	25	0010600000 ONE TIME VENDOR (FOR			123.00	

STEP 3 TO PRINT CHEQUE IF PAYMENT IS THROUGH BANK

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO. 19

THROUGH PO/DD

IN CASE PAYMENT HAS TO BE MADE THROUGH PO OR DD THEN THE ONLY CHANGE SHALL BE INSTEAD OF PUTTING THE VENDOR CODE AS 'ONE TIME VENDOR' THE 'YOURSELF VENDOR' SHALL BE USED.

REST OF THE STEP SHALL BE THE SAME.

- 24. Payment from IOCL Loc. for refund of Special/other adv. to S.O**

STEP 1 REFUND TO THE STATE OFFICE

TCODE: F-53

DOCUMENT DATE: DATE OF THE DOCUMENT OR CURRENT DATE

COMPANY CODE: STATE OFFICE CODE

POSTING DATE: IT WILL BE DEFAULTED

CURRENCY: INR

DOCUMENT HEADER TEXT: ADVANCE NUMBER

BANK DATA

ACCOUNT : ENTER THE OUTGOING BANK GL A/C (IMPREST A/C)

AMOUNT : ENTER BALANCE AMOUNT THAT IS TO BE REFUNDED

CLICK GOTO

CLICK DOCUMENT OVERVIEW

POSTING KEY : 21

ACCOUNT : ENTER 'ONE TIME VENDOR CODE'

PRESS ENTER & THE SCREEN POPS UP AS BELOW

Item 2 / Business partner data			
Title	<input type="text"/>	Language key	EN
Name	<input checked="" type="checkbox"/>		
	<input type="text"/>		
	<input type="text"/>		
Street	<input type="text"/>		
P.O. Box	<input type="text"/>	PO box PCode	<input type="text"/>
City	<input checked="" type="checkbox"/>	Postal code	<input type="text"/>
Country	IN	State	<input type="text"/>

ALL THE DETAILS LIKE NAME, CITY, PO BOX SHOULD BE CAREFULLY FILLED, AS THE CHEQUE SHALL BE PRINTED FROM THIS DETAIL.THEN PRESS ENTER & THE NEXT SCREEN POPS-UP

GIVE THE AMOUNT & THE DETAILS IN THE ASSIGNMENT AS WELL AS THE TEXT FIELD, THEN PRESS ENTER. THE ENTRY THAT SHALL BE DISPLAYED SHALL BE

ONE TIME VENDOR ACCT.....DR
OUTGOING BANK ACCT.....CR

GO TO DOCUMENT & SIMULATE

POST THE DOCUMENT

THE SYSTEM WILL GENERATE A DOC. NO. STARTING WITH 42XXXXXXXX

STEP 2 TO PRINT CHEQUE IF PAYMENT MADE THROUGH BANK

TCODE : FBZ5

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO.19

STEP 3 RECEIVING OF CHEQUE BY STATE OFFICE

TCODE : /NF-51

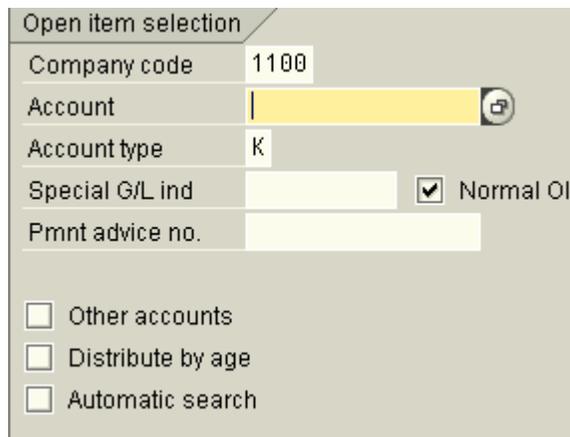
DOCUMENT DATE : CURRENT DATE

DOCUMENT TYPE : GZ

DOC.HEADER TEXT : PLANT/LOC.CODE

SELECT THE BUTTON : 

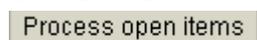
THE NEXT SCREEN APPEARS



Open item selection	
Company code	1100
Account	<input type="text" value=""/>
Account type	K
Special G/L ind	<input checked="" type="checkbox"/> Normal OI
Pmnt advice no.	<input type="text" value=""/>
<input type="checkbox"/> Other accounts	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

BESIDE THE COMPANY CODE & ACCOUNT TYPE AS K, PUT IN ACCOUNT THE 'ONE TIME VENDOR ACCOUNT'

CLICK ON PROCESS OPEN ITEM ON THE TOP LEFT SCREEN



SELECT THE LINE ITEM FOR WHICH PAYMENT HAS BEEN SEND BY THE LOCATION.

GO BACK BY THE GREEN ARROW  & THE FOLLOWING SCREEN APPEARS

Other line item			
PstKy	<input type="text" value="40"/>	Sp.G/L	New co.code

PUT PSTKY AS 40 ACCOUNT AS YOUR INCOMING BANK GL ACCOUNT E.G. 601XXXX011 (XXXX = PLANT CODE) & PRESS ENTER

AMOUNT = AMOUNT SEND BY LOCATION, ASSIGNMENT =PAYMENT METHOD & INSTRUMENT NO.,TEXT = PAYMENT DATE & BANK

DOCUMENT SIMULATE →& SAVE, IT SHALL GENERATE A 78 SERIES DOCUMENT.**

25. Payment to outside parties for services or supplies

STEP 1 EXPENSES BOOKING

TCODE: /NFB60

VENDOR: ENTER THE VENDOR CODE

INVOICE DATE: ENTER THE CURRENT DATE

REFERENCE: PUT VENDOR DOCUMENT/BILL NUMBER

AMOUNT: ENTER THE AMOUNT PAYABLE.

BUSINESS PLACE /SECTION: PLANT CODE/SECTION CODE (THIS FIELD SHALL BE USED FOR TDS CERTIFICATES)

G/L ACCOUNT: ENTER THE RELEVANT EXPENSE G/L ACCOUNT

E.G. FOR OTHER EXPENSE 5292600030 - CONSULTATION

5290600130 – INSPECTION CHGS

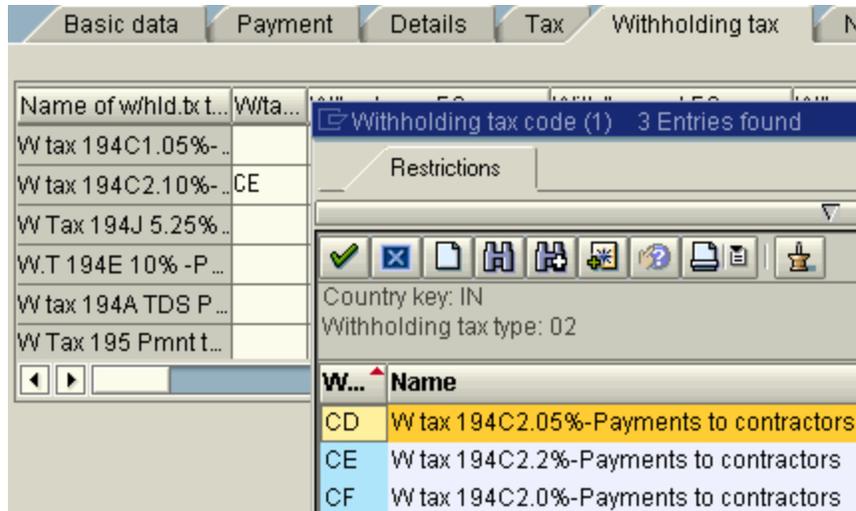
AMOUNT IN DOCUMENT CURRENCY – ENTER THE AMOUNT

ENTER THE COST CENTER IN THE COST CENTER COL. EG. M53801 ALSO PUT MATERIAL CODE IF PAYMENT IS BEING MADE FOR TRANSPORT.THE SCREEN SHALL APPEAR AS FOLLOWS

The screenshot displays the SAP Vendor Invoice Entry interface. The 'Basic data' tab is active, showing fields for Vendor (10101010), Invoice date (02.02.2007), Posting date (02.02.2007), Reference (1121), Amount (25,000.00), and Currency (INR). The 'Vendor' panel on the right shows the address: 70390 CHEMCLEAN SERVICES, gurgaon, 444444 RAIGAD, INDIA, and phone number 011-3709204. The 'Items' table at the bottom contains two entries:

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Material	Loc.curr.amount	T
	5292600030		S De...	10000	M06721		0.00	
	5292600130		S De...	15000	M06721		0.00	

CLICK ON WITHHOLDING TAX TAB



CLICK ON THE WHITE BOX NEXT TO YOUR RESPECTIVE TAX TYPE

CLICK ON THE ROUND BUTTON AND CHOOSE THE RESPECTIVE TAX PERCENTAGE

SIMULATE DOCUMENT & SAVE (DOC. NO WILL BE 41XXXXXXXX)

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EXPENDITUREDR

VENDOR.....CR

O/L TDS.....CR

Doc.type : KR (Vendor invoice) Normal document						
Doc. number		Company code		1200	Fiscal	
Doc. date		02.02.2007	Posting date		02.02.2007	Period
Ref.doc.		1121				
Doc.currency		INR				
Itm	PK	Account	Account short text	Assign.	Material	Amount
1	31	10101010	CHEMCLEAN LTD.			24,439.00-
2	40	5292600030	OTH EXP-OTH CON FEES			10,000.00
3	40	5292600130	OTH EXP-TST/INS CHG			15,000.00
4	50	2120820000	O/L-TDS			550.00-
5	50	2120850000	O/L-ED CESS ON TDS			11.00-

STEP 1 EXPENSES BOOKING THROUGH CODE FOR ONE TIME VENDOR IN CASE THE PARTY DEALS ONCE IN A YEAR

TCODE: /NFB60

VENDOR: ENTER THE ONE TIME VENDOR CODE EG. 10600060

INVOICE DATE: ENTER THE CURRENT DATE

REFERENCE:

AMOUNT: ENTER THE AMOUNT PAYABLE.

BUSINESS PLACE /SECTION: ENTER PLANT CODE

TEXT: ANY REMARKS

G/L ACCOUNT: ENTER THE RELEVANT EXPENSE G/L ACCOUNT

E.G. OTH EXP-HIRE CHARGES- 5292300050

OTH EXP-BOOKS, PERIODICAL- 5292400010

AMOUNT IN DOCUMENT CURRENCY – ENTER THE AMOUNT

ENTER THE COST CENTER IN THE COST CENTER COL. EG. M53801

SIMULATE DOCUMENT

A BOX POPS UP, FILL IN THE REQUIRED FIELDS NAME, ADDRESS, HIS BANK, AND BUSINESS ETC.AS BELOW

Item 2 / Business partner data			
Title	<input type="text"/>	Language key	EN
Name	<input checked="" type="checkbox"/>		
	<input type="text"/>		
	<input type="text"/>		
Street	<input type="text"/>		
P.O. Box	<input type="text"/>	PO box PCode	<input type="text"/>
City	<input checked="" type="checkbox"/>	Postal code	<input type="text"/>
Country	IN	State	<input type="text"/>

SIMULATE DOCUMENT & SAVE (DOC. NO WILL BE 41XXXXXXXX)

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EXPENDITUREDR

ONETIME VENDOR.....CR

STEP 2 MAKE PAYMENT TO THE OUTSIDE VENDOR OR TO ONE TIME VENDOR OUT OF BANK OR CASH

TCODE: /NF-53

DOCUMENT DATE: CURRENT DATE

POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE DEFAULTED DON'T CHANGE

REFERENCE:

BANK DATA

ACCOUNT: 701XXXX012 IF BANK PAYMENT

351XXXX000 IF CASH PAYMENT

(XXXX=PLANT)

AMOUNT: PUT THE NET AMOUNT AFTER DEDUCTING TDS

OPEN ITME SELECTION

ACCOUNT: PUT THE VENDOR NUMBER

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

26. Payment to outside parties for advances

STEP 1 ADVANCE PAYMENT THROUGH BANK OR CASH A/C

TCODE : F-48

DOCUMENT DATE : ENTER THE CURRENT DATE

ACCOUNT : ENTER THE VENDOR NO.

SPL. G/L : SELECT THE RELEVANT SPECIAL G/L INDICATOR , WHICH CAN BE SELECTED FROM THE DROPDOWN AS SHOWN

Vendor				S	Description
Account	10101010	Special G/L ind	2	2	Secured Revenue Advance
Altern.comp.cde				3	Secured Sundry Advance
				4	Secured Mobilisation Advance

ACCOUNT : ENTER THE OUTGOING BANK G/L CODE 701XXXX022 OR CASH A/C 351XXXX000.

AMOUNT : ENTER THE AMOUNT OF ADVANCE

PRESS ENTER

AMOUNT : ENTER *

ASSIGNMENT : ANY DETAILS YOU WANT TO CAPTURE

TEXT : ANY DETAILS YOU WANT TO CAPTURE

SIMULATE

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

EMPLOYEE / VENDOR.....DR

BANK.....CR

SAVE

**THE SYSTEM WILL GIVE A DOC. NO. STARTING WITH
42XXXXXXXX**

STEP 2 TO PRINT CHEQUE IF PAYMENT MADE THROUGH BANK

TCODE : FBZ5

**THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE
NO.19**

**27. Payment to Banks for Issuing Drafts or Trf. to
Accts directly**

**Issue cheque in the name of vendor “Yourself” so that bank can prepare drafts in
name of various real vendors or transfer money in the accounts of employees or
other real vendors**

TCODE : /NFB60

VENDOR : ENTER THE VENDOR CODE

INVOICE DATE : ENTER THE CURRENT DATE

REFERENCE : ALWAYS ENTER BILL NO

AMOUNT : ENTER THE AMOUNT PAYABLE

BUSINESS PLACE /SECTION CODE : ENTER 3100

G/L ACCOUNT : ENTER THE RELEVANT EXPENSES A/C

**5290800020
STATIONERY**

PRINTING &

AMOUNT IN DOCUMENT CURRENCY – ENTER THE AMOUNT

ENTER THE VENDOR CODE

**SIMULATE DOCUMENT & SAVE (DOC. NO WILL BE
41XXXXXXXXX)**

THE SYSTEM WILL GENERATE AN ACCOUNTING ENTRY

PRINTING AND STATIONERY A/CDR

EMPLOYEE/VENDOR.....CR

**STEP 2 TRANSFERING THE INDIVIDUAL VENDOR AMOUNT TO ‘YOURSELF’
ACCOUNT**

TCODE: /NF-51 DOC TYPE - KA

DOCUMENT DATE: CURRENT DATE

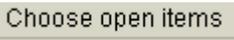
COMPANY CODE: RESPECTIVE EG. 3100

CURRENCY: INR

REFERENCE:

**NOTE: PLEASE SEE THAT THE RADIO BUTTON IS AT
“TRANSFER POSTING WITH CLEARING”.**

A screenshot of a software interface showing a selection menu titled "Transaction to be processed". The menu contains four radio button options: "Outgoing payment", "Incoming payment", "Credit memo", and "Transfer posting with clearing". The "Transfer posting with clearing" option is selected, indicated by a filled radio button.

CLICK CHOOSE OPEN ITEM 

ACCOUNT: PUT ONE EMPLOYEE ACCOUNT

CLICK ON OTHER ACCOUNTS AND ENTER

SCREEN OPENS WITH MANY SPACES AS BELOW

Open item selection		Additional selections	
Company code	1100	<input checked="" type="radio"/> None	
Account	28697	<input type="radio"/> Amount	
Account type	K	<input type="radio"/> Document number	
Special G/L ind	<input type="checkbox"/> Normal OI	<input type="radio"/> Posting date	
Pmnt advice no.	Additional Accounts		
<input checked="" type="checkbox"/> Other accounts	Account	AccTy	CoCd
<input type="checkbox"/> Distribute by age		Standard OIs	Special G/L

FILL ACCOUNT: VENDOR CODE

ACCOUNT TYPE: K

COMPANY CODE: ENTER YOUR COMPANY CODE EG: 3100

SELECT ON STANDARD O/S

REPEAT THE STEPS FROM 12 TO 15 FOR ALL THE EMPLOYEES

ENTER

CHOOSE RELEVANT AMOUNTS OF DIFFERENT EMPLOYEES

CLICK ON GREEN ARROW 

PST KY: 31

ACCOUNT: PUT 'YOURSELF' VENDOR CODE

PRESS ENTER

AMOUNT: PUT THE TOTAL AMOUNT TO BE GIVEN TO ALL EMPLOYEES

ASSINGNMENT: LOCATION CODE

TEXT: NARRATION

DOCUMENT>SIMULATE>SAVE

SYSTEM GIVES A DOC. STARTING FROM 11*****

STEP 3 MAKE AN OUGOING PAYMENT ON YOURSELF VENDOR CODE

TCODE: /NF-53

DOCUMENT DATE : CURRENT DATE

**POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE
DEFAULTED DON'T CHANGE**

REFERENCE:

BANK DATA

ACCOUNT: 701XXXX022 IF BANK PAYMENT

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT : PUT THE CODE OF 'YOURSELF' VENDOR A/C

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

**SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH
YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT
SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK
BY DOUBLE CLICKING THAT.**

**DOCUMENT ->SIMULATE-> SAVE – SYSTEM WILL GENERATE
THE DOCUMENT 42*******

STEP 4 PRINT CHEQUE ONLY IF PAID THROUGH BANK

TCODE : /NFBZ5

**THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE
NO.19**

STEP 5 VERIFY WHETHER CHEQUE HAS BEEN ISSUED PROPERLY

TCODE: /NFCHN

PRESS ENTER

PAYING COMPANY CODE: STATE OFFICE CODE

HOUSE BANK: ENTER HOUSE BANK

ACCOUNT ID: EG.IMP01P

CLICK ON FURTHER SELECTIONS

**PUT THE CREATION DATE AS TODAYS DATE TO SEE
CHEQUES ONLY FOR TODAY.**

CLIK ON CLOCK.

**STEP 6 PRINT VENDORS NAME FOR WHICH BANK WILL ISSUE DRAFT OR
TRANSFER TO ACCOUNTS**

ENTER T CODE: YF87

ENTER POSTING DATE

FISCAL YEAR: 2006

DOCUMENT NUMBERS GIVE 11 SERIES DOC NO

COMPANY CODE 3100

**USE YF90 FOR GIVING A LETTER TO THE BANK FOR DD
PREPARATION.HERE 42 SERIES DOC IS TO BE GIVEN .THIS IS
TO BE RUN AFTER THE CHEQUE IS PREPARED.**

28. Payment to Customers

STEP 1 MAKE PAYMENT ENTRY FOR CUSTOMER

TCODE: /NF-53

DOCUMENT DATE: CURRENT DATE

DOCUMENT TYPE CZ

**POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE
DEFAULTED DON'T CHANGE**

REFERENCE:

BANK DATA

ACCOUNT: 701XXXX012 (BANK G/L ACCOUNT OUTGOING-XXXX=PLANT CODE)

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT: PUT THE CUSTOMER NUMBER

ACCOUNT TYPE: 'D'

Open item selection	
Account	<input type="text" value=""/>
Account type	D <input type="checkbox"/> Other accounts
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

Process open items

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

STEP 2 PRINT CHEQUE IN THE NAME OF CUSTOMER

TCODE : FBZ5

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO.19

29. Payment from/to SV/TV Customers

NOTE:
SV=SUBSCRIPTION VOUCHERS, TV=TRANSFER VOUCHERS
THE SV/TV CUSTOMER NUMBERS WILL START WITH DIGIT 9*

STAGE 1 AS USUAL YOU SHALL PASS THE ENTRY FOR RECEIVING THE MONEY FROM DISTRIBUTORS.

STEP 1 RECEIVE MONEY FROM DISTRIBUTOR.

TCODE: F-28

DOCUMENT DATE

DOCUMENT HEADER TEXT: CUSTOMER/PARTY CODE

BANK DATA

BANK ACCOUNT: 601XXXX061 (ENTER YOUR COLLECTION G/L A/C , XXXX= PLANT)

AMOUNT: AMOUNT OF DD/CHEQUE

TEXT: DATE OF THE INSTRUMENT

ASSIGNMENT: TYPE OF INSTRUMENT (PAYMENT METHODS) AND INSTRUMENT NUMBER

<input checked="" type="checkbox"/>	N	CASH DEPOSIT FOREIGN CURREN...
<input checked="" type="checkbox"/>	D	SBI LOCAL CHEQUE-MICR
<input checked="" type="checkbox"/>	P	SBI LOCAL DD

PRESS SHIFT F2 OR GOTO-> DOCUMENT OVERVIEW

BANK POPUP WILL COME CHOOSE THE BANK AND DOUBLE CLICK ON THE BANK OF WHICH YOU ARE RECEIVING INSTRUMENT.

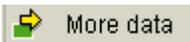
PST KY 15

ACCOUNT : CUSTOMER CODE

ENTER

AMOUNT : WRITE DOWN THE SAME AMOUNT.

TEXT: ENTER REMARKS IF ANY

CLICK ON MORE DATA 

CHOOSE THE REQUISITE CCA:C004 FOR MS/HSD,C005 FOR SKO, C021 FOR OTHERS

Customer	102200	AHUJA FILLING STATION	G/L acc
Company code	1100	Credit control area (1) 25 Entries found	
Delhi & Haryana SO	PANIPAT	Restrictions	
Item 2 / Incoming payment / 15 / Addit.deta			
Amount	123.00	INF	     
CreditArea	C004	CCAr Description	
House bank		C004	Credit Control Area for MS & HSD
Dunn. block	<input type="checkbox"/>	C001	Credit Control Area for Lubes
Int.block	<input type="checkbox"/>	C002	Credit Control Area for LPG
Dunning key		C003	Credit Control Area for A-LPG/CNG
		C005	Credit Control Area for SKO

SIMULATE & SAVE THE DOCUMENT

NOTE DOWN THE NUMBER IT WILL BEGIN WITH 32*****

STEP 2 TO PRINT CASH RECEIPT

TCODE : YF42

COMPANY CODE : ENTER 3100

FISCAL YEAR : 2006 (UPTO MARCH 2007) AFTER THAT IT WILL BE 2007

DOCUMENT NUMBER : ENTER THE DOCUMENT NO. AS OBTAINED ABOVE

SELECT PRINT RADIO BUTTON

CLICK ON THE CLOCK

SELECT PRINT IMMEDIATELY

CLICK ON PRINTER BUTTON

STAGE 2 NOW YOU SHALL PASS THE ENTRIES FOR SV AND TV AS PER THE STATEMENT SUBMITTED BY DISTRIBUTOR. THIS COULD BE DONE BY T. CODE F-30 OR THROUGH UPLOAD PROGRAM YFU132 AND KNOCK OFF THE ITEMS BY T CODE F-30.

METHOD 1 PASSING INDIVIDUAL ENTRY

CASE 1 KNOCK-OFF THE SV/TV AMOUNTS WITH THE AMOUNT RECEIVED WHEN THE AMOUNT RECEIVED IS ALSO = NET OF SV/TV OR DGCC CARDS/VC

STEP 1

TCODE /NF-30 DOC TYPE - SD

ENTER THE DOCUMENT DATE AS THE CURRENT DATE.

REFERENCE:

PSTKY: 50

ACCOUNT: IF SECURITY DEPOSIT SV/TV 2141050000
(EXAMPLE PL SELECT THE RESPECTIVE GL CODE LIKE DGCC
OTHER MIS INC-SALE OF LPG CUSTOMER CARDS 4516020300,
VR - CLAIMS RECOVERABLE-UCG-OTHERS 3443299000).

ENTER

NEXT SCREEN: AMOUNT PUT THE TOTAL SV/DGCC/VR
AMOUNT THAT IS TO BE TRANSFERRED

TEXT: REMARKS

ENTER

PSTKY: 04

ACCOUNT: PUT THE 9* DIGIT CUSTOMER ACCOUNT

ENTER

NEXT SCREEN: AMOUNT PUT THE TOTAL TV AMOUNT THAT IS
TO BE TRANSFERRED

TEXT: REMARKS

CLICK ON MORE DATA 

NEXT SCREEN –PUT CCA= C021.

DOCUMENT SIMULATE -----PL CHECK AND THEN SAVE.

STEP 2- KNOCKING OFF

IN THE NEXT STEP RE-DO F-30

CHOOSE OPEN ITEM

**PUT THE CUSTOMER ACCOUNT & THE ACCOUNT TYPE
AS 'D'**

CLICK ON PROCESS OPEN ITEM

**SELECT BOTH THE LINE ITEM OF PAYMENT RECIEVED &
DEBIT ON ACCOUNT OF SV**

**CASE II KNOCK-OFF THE SV/TV AMOUNTS WITH THE AMOUNT RECEIVED WHEN
AMOUNT RECEIVED IS LESS THAN THE NET OF SV/TV**

STEP 1

**STEP 1 SHALL BE THE SAME SET OF STEPS AS MENTIONED IN
THE PREVIOUS PAGE IN STEP 1**

STEP 2- KNOCKING OFF

TCODE /NF-30

ENTER THE DOCUMENT DATE AS THE CURRENT DATE.

REFERENCE: PUT PLANT CODE

CHOOSE OPEN ITEM

**PUT THE CUSTOMER ACCOUNT & THE ACCOUNT TYPE AS
'D'**

CLICK ON PROCESS OPEN ITEM

**SELECT BOTH THE LINE ITEM OF PAYMENT RECIEVED &
DEBIT ON ACCOUNT OF SV/TV**

SINCE THE BALANCE SHALL BE UNEQUAL GO TO THE TAB “RESIDUAL ITEM” & CLICK ON IT

DOUBLE CLICK ON THE BLANK BOX AS SHOWN ON THE SCREEN BELOW

Account items 900101 ARUN GAS SERVICE A/C CHANDIGARH						
Assignment	Document ...	D..P..	Docume...	Cr...	Net amount	Residual items
	3200000036	DZ 15	03.02.2...	C021	50,000.00-	
1201	3300000015	DA 04	03.02.2...	C021	50,000.00	
1201	3300000016	DA 04	03.02.2...	C021	51,000.00	1,000.00

BALANCING AMOUNT SHALL APPEAR

DOCUMENT SIMULATE, A BLUE LINE ITEM MAY COME BECAUSE THE ASSIGNMENT WOULD NOT HAVE BEEN FILLED UP.DOUBLE CLICK ON THE BLUE LINE ITEM & FILL THE ASSIGNMENT AS DESIRED.

PK	BusA	Acct	INR	Amount
001	04	0000900101 ARUN GAS SERVICE A/		1,000.00
002	17	0000900101 ARUN GAS SERVICE A/		1,000.00-

CASE III KNOCK-OFF THE SV/TV AMOUNTS WITH THE AMOUNT RECEIVED WHEN AMOUNT RECEIVED IS MORE THAN THE NET OF SV/TV

TCODE /NF-30

THE PROCEDURE REMAINS THE SAME AS IN CASE II

METHOD 2 UPLOAD DATA THROUGH PROGRAM

STEP 1 PREPARE EXCEL SHEET AS PER THE FOMRAT

STEP 2 RUN UPLOAD PROGRAM THROUGH YFU132

STEP 3 RUN BATCH PROCESSING THOROUGH SM35

STEP 4 CLEAR THE ENTRIES FROM CUSTOMER A/C F-30

STAGE 3 IN NEXT STEP IN CASE MONEY IS PAYABLE TO DISTRIBUTOR YOU SHALL PASS ENTRY THROUGH T. CODE F-53 AND FBZ5 OR IN CASE MONEY IS RECEIVED YOU SHALL PASS ENTRY THROUGH F-28.

CASE I WHEN MONEY IS PAID TO CUSTOMER

STEP 1 MAKE PAYMENT ENTRY

TCODE: /NF-53

DOCUMENT DATE: CURRENT DATE

DOCUMENT TYPE : CZ

**POSTING DATE: DATE OF ENTRY IN THE BOOKS IT WILL BE
DEFAULTED DON'T CHANGE**

REFERENCE

BANK DATA

**ACCOUNT: 701XXXX012 (BANK G/L ACCOUNT OUTGOING,
XXXX = PLANT CODE)**

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT: PUT THE CUSTOMER NUMBER

ACCOUNT TYPE 'D'

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

**SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH
YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT
SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK
BY DOUBLE CLICKING THAT.**

DOCUMENT ->SIMULATE-> SAVE

STEP 2 PRINT CHEQUE

TCODE: /NFBZ5

**THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO
19**

CASE II WHEN MONEY IS RECEIVED FROM CUSTOMER

TCODE: F-28

DOCUMENT DATE

DOCUMENT HEADER TEXT: CUSTOMER/PARTY CODE

BANK DATA

BANK ACCOUNT: COLLECTION ACCOUNT

AMOUNT: AMOUNT OF DD/CHEQUE

ASSIGNMENT: TYPE OF INSTRUMENT AND INSTRUMENT NUMBER

TEXT: DATE OF THE INSTRUMENT

OPEN ITEM SELECTION

ACCOUNT: CUSTOMER ACCOUNT

GO TO → DOCUMENT OVERVIEW OR PRESS SHIFT +F2

BANK POPUP WILL COME CHOOSE THE BANK AND DOUBLE CLICK ON THE BANK OF WHICH YOU ARE RECEIVING INSTRUMENT.

POSTING KEY = 15 & ACCOUNT = CUSTOMER ACCOUNT, THEN PRESS ENTER

AMOUNT = VALUE OF INSTRUMENT RECEIVED

GO TO MORE DATA



GIVE THE RELEVANT CREDIT CONTROL AREAS

SIMULATE AND SAVE

30. Payment to Excise Authorities

CASE 1 NO ADJUSTMENT ENTRY PENDING

STEP1 HOW MUCH TO PAY?

T CODE: J2IUN

THIS TRANSACTION CODE IS ONLY TO BE DONE IF EXCISE RECONCILIATION HAS ALREADY BEEN DONE USING THE EXCISE RECONCILIATION PROCEDURE

COMPANY CODE E.G.3100

PLANT E.G. 3121

EXCISE GROUP: GM (OF PLANT CODE 3121)

PERIOD: FROM TO FOR E.G. 010107 TO 310107 FOR MONTH OF JANUARY'07.

CLICK ON SIMULATE TICK

CLICK ON THE CLOCK, THE SCREEN SHALL APPEAR AS BELOW

Fortnight Utilization of CENVAT

The screenshot displays the SAP 'Fortnight Utilization of CENVAT' screen. It features a header bar with navigation icons (back, forward, refresh) and a main content area divided into three sections: 'General Data', 'Excise Invoice selection', and 'Additional Options'. The 'General Data' section includes fields for Company Code (1100), Plant (1121), Excise Group (AA), Business Area, and Fortnightly pymt posting date. The 'Excise Invoice selection' section includes fields for Period (01.01.2007 to 31.01.2007) and Excise Invoice. The 'Additional Options' section includes a checked 'Simulate' checkbox.

General Data			
Company Code	1100		
Plant	1121		
Excise Group	AA		
Business Area			
Fortnightly pymt posting date			

Excise Invoice selection			
Period	01.01.2007	to	31.01.2007
Excise Invoice		to	

Additional Options	
<input checked="" type="checkbox"/>	Simulate
<input type="checkbox"/>	

SEE THE EXCISE DUTY LIABILITY AMOUNT,WHICH SHALL REFLECT AS BELOW

**AMOUNT OF EXCISE DUTY PAYABLE =AMOUNT PAYABLE
BED+SED+AED (AED+SPECIAL ADDITIONAL EXCISE DUTY)**

**THE BALANCE FIGURE HERE SHOULD ALWAYS TALLY WITH
YV33/YV175, AND IN TURN THE QUANTITY OF YV94 AND YV179.**

**ONCE WE HAVE SEEN OUR EXCISE DUTY LIABILITY ALSO SEE
YOUR CURRENT PLA BALANCE (WHICH IS THE AMOUNT
LYING WITH EXCISE AUTHORITIES), SHALL BE REFLECTED,
IN THE SAME J2IU SCREEN BELOW.**

Available Balances					
	BED	SED	AED	CESS	ECS
RG23A	0.24	0.00	0.00		0.11
RG23C	0.00	0.00	0.00		0.00
PLA	0.00	0.00	0.00	0.00	0.00

GL Account Balances				
	BED	SED	AED	ECS
RG2...	0.24	0.00	0.00	
RG2...	0.00	0.00	0.00	
PLA	0.00	0.00	0.00	0.00

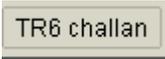
Amounts payable					
	BED	SED	AED	CESS	ECS
Total	1,418,826,892.70	0.00	2,892,013,836.25	0.00	86,216,829.45

Balance Utilisation					
	BED	SED	AED	CESS	ECS
RG23A	0.00	0.00	0.00		0.00
RG23C	0.00	0.00	0.00		0.00
PLA	0.00	0.00	0.00	0.00	0.00

**TR6 CHALLAN AMOUNT = EXCISE DUTY LIABILITY-PLA
BALANCE**

STEP 2 TR6 CHALLAN CREATION IN SAP| DEBITING PLA |

TCODE : J1IH

**CLICK ON TR6 CHALLAN BUTTON  IN THE JV MENU
OF J1IH**

Excise JV - Main Menu

Matl write-off	Matl non-prod.	Additional excise	Other adj.	TR6 challan	Cancel exc inv
----------------	----------------	-------------------	------------	-------------	----------------

DOCUMENT NUMBER HAS TO BE INPUT: 31212007XX HERE XX IS RUNNING SERIAL NUMBER, 3121 IS PLANT CODE & 2007 IS THE YEAR.

YEAR E.G.2006

COMPANY CODE: 3100

PLANT: ENTER YOUR LOCATION CODE EG: 3121

EXCISE GROUP : ENTER RELEVANT EXCISE GROUP

Document Number	1100200701
Document Year	2006
Company Code	1100
Plant	1121
Excise Group	AA

PRESS ENTER

PUT THE AMOUNT OF TR6 CHALLAN AGAINST THE GL 2410709000

ALSO PUT THE SPLIT OF TR6 CHALLAN AMOUNT ON BED AED SED , WHICH SHALL APPEAR AS BELOW

TR6 Challan Number	1100200701	Document Date	05.02.2007
Company Code	1100	Posting Date	05.02.2007
Plant	1121	Business area	

TR6 Challan Posting Accounts				
	Cr/Dr	G/L ACCT	Amount	Description
	C	2410709000	50000	PLA ON HOLD
	D	3771121000	15000	BAL WITH CUST/PORT TRUST/EXC-PLA (AED) - P...
	D	3761121000	20000	BAL WITH CUST/PORT TRUST/EXC-PLA (BED) - P...
	D	3821121000	5000	BAL WITH CUST/PORT TRUST/EXC-PLA (EDUC) - ...
	D	3781121000	15000	BAL WITH CUST/PORT TRUST/EXC-PLA (SED) - P...

THEN SAVE THIS DOCUMENT 

**STEP 3: TO TRANSFER FROM PLA ON HOLD TO EXCISE AUTHORITIES
VENDOR A/C**

TCODE – F-51 DOC TYPE - KA

DOCUMENT DATE : CURRENT DATE

**NOTE : PLEASE SEE THAT THE RADIO BUTTON IS AT
“TRANSFER POSTING WITH CLEARING”.**

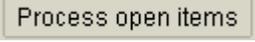
Transfer posting with clearing

CLICK CHOOSE OPEN ITEM 

ACCOUNT: PUT THE PLA ON HOLD GL A/C 2410709000

ACCOUNT TYPE : S

Open item selection	
Company code	1100
Account	2410709000
Account type	S
Special G/L ind	<input type="checkbox"/> Normal OI

CLICK ON PROCESS OPEN ITEM 

**SELECT THE ITEMS FROM THE LIST PROVIDED BY DOUBLE
CLICKING IT SHOULD BE IN BLUE**

CLICK ON GREEN ARROW BUTTON 

PSTKY : ENTER 31

ACCOUNT : ENTER THE EXCISE VENDOR CODE

PRESS ENTER

AMOUNT : ENTER THE AMOUNT TO BE TRANSFERRED

ASSIGNMENT : ENTER THE LOCATION CODE

TEXT : BRIEF NARRATION.

SIMULATE > SAVE 

STEP 4: MAKE A PAYMENT TO EXCISE AUTHORITIES VENDORA/C

TCODE: /NF-53

DOCUMENT DATE : CURRENT DATE

DOCUMENT TYPE: LA (LETTER OF AUTHORITY)

REFERENCE: PLANT CODE

BANK DATA

ACCOUNT: 701XXXX022 IF BANK PAYMENT(PUT YOUR EXCISE OUTGOING GLA/C, XXXX=PLANT CODE)

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT : PUT THE EXCISE VENDOR CODE

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

STEP 5 TO PRINT CHEQUE IN THE NAME OF EXCISE AUTHORITIES

TCODE : /NFBZ5

THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE NO.19

STEP 6: TO PRINT THE LETTER OF AUTHORITY IN CASE YOU DO NOT HAVE ISSUE CHEQUES

TCODE : /NYFR121

COMPANY CODE : ENTER 3100

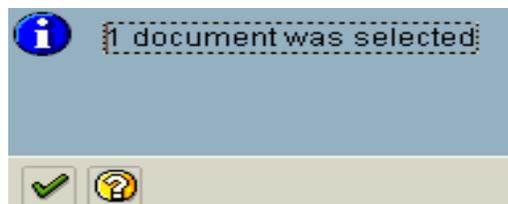
DOCUMENT NO. : ENTER THE DOCUMENT NO. OF LA

FISCAL YEAR : ENTER 2003

**CORRESPONDENCE TYPE : ZJV WILL BE WRITTEN DELTE IT
TO WRITE ZLA & THEN CLICK ON THE **



**THE SYSTEM WILL GIVE A MESSAGE SAYING “ ONE
DOCUMENT WAS SELECTED”**



PRESS ENTER OR CLICK THE TICK MARK

**THE SYTEM WILL GIVE A MESSAGE “ WOULD TOU LIKE TO
ISSUE THE REQUEST”**

PRESS ENTER OR CLICK THE YES BUTTON

OUTPUT DEVICE : ENTER IOCL

SELECT PRINT IMMEDIATELY FROM THE OUTPUT OPTION

CLICK THE PRINTER BUTTON.

STEP 7: FINAL FORTNIGHTLY UTILIZATION OF CENVAT

T CODE: J2IUN

COMPANY CODE E.G. 3100

PLANT :3121

EXCISE GROUP: GM

**PERIOD: FROM TO FOR E.G. 010107 TO 310107 FOR MONTH
OF JAN'07.**

CLICK ON THE CLOCK 

COPY AMOUNT PAYABLE

CLICK AT CHANGE ICON

PASTE THE AMOUNT AGAINST ROW PLA

SAVE THE DOC

CASE 2 INCASE THE ADJUSTMENT ENTRY IS PENDING

STEP 1 BOOK EXCISE DUTY EXPENSES AND REPEAT THE STEPS 1 TO 7 MENTIONED ABOVE

TCODE : J1IH

CLICK ON OTHER ADJUSTMENT BUTTON

DOCUMENT NUMBER HAS TO BE INPUT: 31002006XX HERE XX IS RUNNING SERIAL NUMBER.

YEAR 2006

COMPANY CODE: E.G.3100

PLANT: ENTER YOUR LOCATION CODE EG: 3121

EXCISE GROUP : ENTER RELEVANT EXCISE GROUP

PRESS ENTER

PUT THE AMOUNT OF OTHER ADJUSTMENT AGAINST THE GL 2410709000

ALSO PUT THE SPLIT OF OTHER ADJUSTMENT AMOUNT ON BED AED SED

THEN SAVE THIS DOCUMENT

31. Payment to Railway Authorities

STEP 1 EXPENSE BOOKING

TCODE : /NFB60

VENDOR : ENTER THE VENDOR CODE

INVOICE DATE : ENTER THE CURRENT DATE

REFERENCE : PLANT CODE

AMOUNT : ENTER THE AMOUNT PAYABLE.

**BUSINESS PLACE /SECTION : ENTER RESPECTIVE LOCATION
CODE EG: 3100 TEXT: ENTER RELEVANT TEXT**

**G/L ACCOUNT : ENTER THE RELEVANT EXPENSE G/L
ACCOUNT**

5270210400 FRT & TRANS CHGS-DEMURRAGE-RAILWAYS

AMOUNT IN DOCUMENT CURRENCY – ENTER THE AMOUNT

**NOTE : ENTER THE COST CENTER IN THE COST CENTER
COL.EG: M53801**

**SIMULATE DOCUMENT & SAVE (DOC. NO WILL BE
41XXXXXXXXX)**

STEP 2 PAYMENT BY EITHER LOCATION/ STATE OFFICE

TCODE: /NF-53

DOCUMENT DATE : CURRENT DATE

POSTING DATE: SYSTEM DEFAULTS- DON'T CHANGE

REFERENCE

BANK DATA

**ACCOUNT: 701XXXX022 (BANK G/L ACCOUNT OUTGOING,
XXXX= PLANT CODE)**

AMOUNT: PUT THE AMOUNT

OPEN ITME SELECTION

ACCOUNT : PUT THE RAILWAY VENDOR NUMBER

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK BY DOUBLE CLICKING THAT.

DOCUMENT ->SIMULATE-> SAVE

32. Payment to Sales Tax Authorities

**STEP 1 TRANSFER OF PAYABLE AMOUNT TO SALES TAX AUTHORITIES
A/C**

TCODE : F-51 DOC TYPE - KA

DOCUMENT DATE : CURRENT DATE

CLICK CHOOSE OPEN ITEM BUTTON

ACCOUNT : GIVE THE SALES TAX G/LACCOUNT

E.G. 2411700000 OTHER LIABILITIES-WORKS CONTRACT TAX

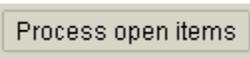
**E.G. 2120070100 OTHER LIABILITIES-VAT OUTPUT TAX-
ANDHRA PRADESH**

ACCOUNT TYPE: S

IF MORE THAN ONE ACCOUNT ARE THERE, THEN TICK ON THE 'OTHER ACCOUNT TAB' & ON THE SCREEN THAT COMES, FILL IN THE OTHER ACCOUNT DETAILS

	Account	AccTy	CoCd	Sta
<input checked="" type="checkbox"/> Other accounts	2411700000		1100	<input checked="" type="checkbox"/>

CLICK THE PROCESS OPEN ITEM BUTTON



SELECT THE RELEVAT DOCUMENTS OF SALES TAX

CLICK ON GREEN ARROW 

PSTKY : ENTER 31

ACCOUNT: SALES TAX VENDOR CODE

PRESS ENTER

AMOUNT: ENTER THE TOTAL AMOUNT (DO NOT PUT *)

SIMULATE THE DOCUMENT & SAVE

**SYSTEM WILL GENERATE A DOCUMENT STARTING WITH
11XXXXXXXX**

STEP 2 MAKE PAYMENT TO SALES TAX AUTHORITIES

TCODE: /NF-53

DOCUMENT DATE : CURRENT DATE

POSTING DATE: SYSTEM DEFAULTS- DON'T CHANGE

REFERENCE

BANK DATA

**ACCOUNT: 701XXXX022 (BANK G/L ACCOUNT OUTGOING,
XXXX= PLANT CODE)**

AMOUNT: PUT THE AMOUNT

OPEN ITEM SELECTION

ACCOUNT : PUT THE SALES TAX VENDOR NUMBER

PRESS ENTER OR CLICK ON PROCESS OPEN ITEM

**SELECT THE AMOUNT I.E. ONLY THE AMOUNT FOR WHICH
YOU WANT TO MAKE PAYMENT SHOULD BE IN BLUE ELSE IT
SHOULD BE IN BLACK. YOU CAN MAKE THE AMOUNT BLACK
BY DOUBLE CLICKING THAT.**

DOCUMENT ->SIMULATE-> SAVE

STEP 3 TO PRINT CHEQUE

TCODE : /NFBZ5

**DOC. NO. : ENTER THE PAYMENT DOC NUMBER I.E.
42XXXXXXXX**

COMPANY CODE : E.G.ENTER 3100

FISCAL YEAR : E.G. 2006

PAYMENT METHOD : ENTER C

CHEQUE LOT : ENTER THE RELEVANT CHEQUE LOT

CLICK PRINT IMMEDIATELY BUTTON.

CLICK THE PRINTER BUTTON

THE SYSTEM WILL PRINT THE CHEQUE AND GIVE A MESSAGE

PRINT JOB COMPLETED.

33. Payment for Toll Tax

STEP1 MAKE PAYMENT TO TOLL TAX AUTHORITIES IN ADVANCE

T.CODE : F-02

DOCUMENT DATE: INVOICE DATE

DOCUMENT TYPE : KZ

PST KY: 21

ACCOUNT : TOLL TAX VENDOR CODE

PRESS ENTER

AMOUNT

PST KY 50

**ACCOUNT : 7013101012 (G/L ACCOUNT FOR IMPREST
OUTGOING)**

ENTER

AMOUNT

TEXT: ENTER REMARKS

DOC>SIMULATE>SAVE.

STEP 2 TO PRINT CHEQUE

TCODE : /NFBZ5

**THE SAME HAS BEEN ELABORATED STEP WISE IN .. PAGE
NO.63**

STEP 3 BOOK EXPENSE INVOICE FOR TOLL TAX

T.CODE: F-04

DOCUMENT DATE: INVOICE DATE

REFERENCE:

DOCUMENT TYPE: KR

**CHECK RADIO BUTTON SHOULD BE ON TRANSFER POSTING
WITH CLEARING**

PST KY 40

**ACCOUNT: ENTER 525000020-IRRECOVERABLE TAXES-TOLL
CHGS**

PRESS ENTER

AMOUNT