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A. Overview

In Umoja, all advance payments to vendors, non-commercial partners or other entities are known as Down Payments.

GRANTS USERS PLEASE NOTE: FOR INFORMATION ON ADVANCES TO IMPLEMENTING PARTNERS, FOLLOW THE PROCESS OUTLINED IN THE GRANTS MANAGEMENT JOB AID ON THE UMOJA WEBSITE (Grants Execution through Implementing Partners).

Down Payments can be made against Purchase Orders (PO) Funds Commitments (FC) or without referencing a commitment document. However, where possible, Down Payments should only be created against existing commitment documents. Associating Down Payments to POs and FCs necessitated additional controls to ensure that advances are offset against future payments.

Down Payments are different from normal documents, they are called "Noted Items" as there is no posting in FI until the actual payment is made.

The Real FI posting which occurs at the point of payment is as follows

Debit: Vendor¹ Credit: Cheque/EFT out GL

The life cycle process for a down payment is as follows



The t-code used to create a Down Payment is F-47, and it is executed by the Accounts Payable User (A) and approved by the AP Approver (B). Once the down payment is approved and it contains the appropriate partner bank and payment information, Treasury will pick it up for payment (C).

The Downpayment will automatically clear (D) from the PO or FC as follows:

- i) Purchase Order: the earlier of either the GR/SES (MIGO/ML81N) or the Invoice
- ii) Funds Comittment: When the AP invoice is entered (FV60)

¹ The actual GL posted to depends on which Special GL indicator was selected.

When the automatic clearance occurs the system allows the user to offset the downpayment against the next payment due to the vendor.

There are some exceptional cases when automatic clearing of the Downpayment does not happen when a SES/GR or Invoice is processed against a PO or FC. These include:

- When the tax code was not V0
- When raising an invoice against a funds commitment and failing to use Doc types KH or KE (i.e. if KR was used instead)
- The PO is a legacy PO (pre-Umoja) and there was an advance
- Budget availability issues
- When service based invoice verification is not defined in the BP and PO is service type. System automatically turns on GR/IR clearing option which in turn clears down payments during invoicing process (rather than when the SES/GR is done)

When autoclearing does not occur, users must use F-54 (refer to section E below) to ensure the downpayment is netted off against the payment due.

IMPORTANT: When the Down Payment is paid, the GR/SES or Invoice is approved, or F-54 is used to manually clear the DP, the receivable line automatically is blocked for payment with payment block A (this should NOT be removed).



Special GL Indicator (SPGL)*:

SPGL are used to identify transactions that should be reported to alternate G/L accounts. In the case of Business Partner vendors, they are used when a Down Payment is made to ensure that the posting in financial accounting is recorded as a current asset (accounts receivable) rather than a current liability (accounts payable).

The type of SPGL indicator used also determines whether a commitment document is needed. In exceptional circumstances a down payment can be made without referencing a PO or FC using SPGL indicator K (cash advance for payments) for instance.

In Umoja, the following Special GL indicators are configured for use with Down Payments. Whether a commitment item is needed for each is also outlined

SPGL	SP GL Description	GL account using SPGL	Need Commitment Doc
Α	Down payments to commercial	19101510 (Comm. Vendor)	YES (PO or FC
	vendors	18101210 (Govt)	necessary)
		18101310 (UN F/P)	
		18101410 (Int.Gov/IP)	
Y	Advances to implementing	18101210 (Govt)	YES (PO or FC
	partners	18101310 (UN F/P)	necessary)
		18101410 (Int.Gov/IP)	
н	Security deposits	19301010	NO (PO or FC <u>NOT</u>
			necessary)
К	Cash advance for cash	19102010	NO (PO or FC <u>NOT</u>
	payments		necessary)
S	Salary advance	<u>19101610 (Staff, retirees, etc.)</u>	NO (PO or FC <u>NOT</u>
		<u>19101710 (Non-staff mil/pol)</u>	necessary)
		<u>19101710 (Non-staff w index)</u>	
			Used by payroll



B. DOWN PAYMENTS ON PURCHASE ORDERS (PO)

B1. F-47 Raising a Downpayment related to a PO

Before creating a Down Payment confirm that a Purchase Order (PO) has been created <u>and</u> <u>approved</u> using t-code ME23N.

- 1. Log on to ECC
- 2. T-code F-47
- 3. Enter header information
 - a. Document Date- as appropriate
 - b. Type KA
 - c. Posting Date- as appropriate
 - d. Currency- as appropriate (same as Purchase Order, Commitment etc.)
 - e. Reference- as appropriate

C Document Edit Goto Settings System Help

f. Doc. Header text- as appropriate (i.e. a brief description)

	• «				141411	
Down Paym	ent Reque	est: Head	der Da	ta		
New item						
Document Date	30.04.2017	Туре	KA	Company Code	1000	
Posting Date	30.04.2017	Period	4	Currency/Rate	USD	
Document Number				Translatn Date		
Reference	USERGGUIDE					
Doc.Header Text	USERGGUIDE					
Trading Part.BA				Tax Report Date		

- 4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. A (POs commercial vendors) or
 - ii. Y (Implementing Partner)

Vendor		
Account	1900002639	
Trg.sp.G/L ind.	A C P	

- 5. Click Enter to proceed to the next screen
- 6. Enter the following information



- a. Amount
- b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E on using F-54 below before the GR/SES or invoice is processed).

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the Purchase Order (PO) & item number
- g. Enter text as appropriate

Document	<u>-</u> 310	<u>G</u> oto		Settings			-			
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/endor	190000	2639	ABC SUF	PLIES LTD			G	/L Acc	19101	510
Company Code	1000									
United Nations			BOR							
Item 1 / Comm	ercial Dr	owopayo	ne / 39 F							
Amount	100,0	000	U.	SD						
Tax Amount										
Tax code	V0	Calcul	ate tax							
Bus. Area										
Due on	30.04	.2017								
Pmnt Block				Pmt I	Method	W				
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Purch.Doc.	45000	000219	10							
								Flow Ty	pe	
Contract			/	WBS	Element					
Fund		I	BP	Grant						
Func. Area				Earm	d Fnds					
Funds Ctr				Cmm	t Item	191015	510			
Assignment								_		
Text	FOR J	OB AID						70 🗩	Long	Texts
	_				ed Progran			_		

- 7. Hit Enter
- 8. You may get a message to enter the partner bank depending on the payment method, select the button more data and enter the appropriate partner bank
- 9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above.

				Cost Center			Real es	tate	
Purch.Doc.	4500000219	10	1						
							Flow T	уре	
Contract			/	WBS Element	AA	-000016.01	.01		
Fund	64ERP	BP	B17	Grant	GM	NR			
Func. Area	29ACA002			Earmd Fnds					
Funds Ctr	14605			Cmmt Item	74	261030			
Assignment									
Text	FOR JOB AID							Long	Texts
				Funded Program	n	AA-000016			

- 10. Select save.
- 11. The Down payment is then approved through workflow

Once the down payment request is approved and ready for payment, the Purchase Order will show the following in PO history.

Header I Header I F SItm A I Material Short Text PO Quantity O C Deliv. Date Net Price Curr Per O Matl Group Plnt Stor. La 10 P Catering Serv:Facility 1 AU D 04.05.2017 1,000,000.00 USD 1 AU Restaurant, UN Headquarters 10 P Catering Serv:Facility 1 AU D 04.05.2017 1,000,000.00 USD 1 AU Restaurant, UN Headquarters 1 I I I III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	💵 Standar	d PO	▼ 45000	Vendor	1900002639 ABC S	UPPL	LIES	LTD Doc.	date 04.05.2	017					
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Sh. Text MvT Meterial Document Item Posting Date 2 Quantity Delivery cost quantity OUn 2 Amount in LC L.cur 2 Amount Crcy 2 Qty in OPUn DelCostQty (OPUn)						a									
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		A					quu.	neicy o'o'n '							



B2. Pay the Down payment using F110 & FPRL_LIST

Follow the appropriate job aids and user guides to ensure that the payment to the vendor is done.

Once the payment is made on the PO, both the Down Payment Request and the Down Payment will appear as follows in the PO History:

tem	[10] Catering Serv:F	acility	•						
Material	Data Quantities/Weigh	nts 🛛 Delivery Schedu	ile Delive	ery Invoice Condition	ns Account Assigni	ment / Purchase Or	der History	Texts Delivery	<►
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Sh. Text	MvT Material Document	Item Posting Date	Σ Ouantity [Delivery cost quantity OUn S	Amount in LC L.cur	Σ Amount Crcy	Σ Qty in OPUn	DelCostQty (OPUn) O	
Anz	<u>3301520696</u>	1 05.05.2017	0	0 AU	100,000.00 USD	100,000.00 USD	0	0 A	
Tr./Ev. Dov	wn payment		• 0	AU .	100,000.00 USD	100,000.00 USE) = 0	А	
AAf	<u>3500081224</u>	1 05.05.2017	0	0 AU	100,000.00 USD	100,000.00 USD	0	0 A	
Tr /Fv Dov	wn Payment Reg		. 0	Δ11 -	100.000.00_USD	100,000.00 USE) = 0	А	
AAfV	<u>3301520696</u>	2 05.05.2017	0	0 AU	100,000.00- USD	100,000.00- USD	0	0 A	
Tr./Ev. DP	Request Clearing		• 0	AU .	100,000.00- USD	100,000.00- USE) = 0	А	

Note: after the payment is made the receivable will have payment block A (this should NOT be removed).

B3. ML81N/MIGO -Service Entry Sheet/ Goods Receipt Note

For the following example we will look at the financial postings when a SES/GR is done. As mentioned above and in the postings schemas, the automatic clearing will also happen if the invoice is posted before the GR/SES.

/		s/Weights	-	Delivery Sched		Delivery				tions Account				ler History	Texts Delivery		-
9						i 📔	. 🔁										
Ch. Tout	MyT Matorial Doc	mont T	tom	Posting Data	s Que	tity Dol	ivony cost qu	ontity	0110	S Amount in LC	L.cur	Σ Amoun	t Crcy	Σ Qty in OPUn	DelCostQty (OPUn) O	i .	
WE	101 5000258160		1	08.05.2017		1		0	AU	1,000,000.00	USD	1,000,000.00	USD	1	0 A		
Tr./Ev. G	oods receipt					1			AU	1,000,000.	USD	1,000,000	USD	- 1	A		
Anz	3301520696		1	05.05.2017		0		0	AU	100,000.00	USD	100,000.00	USD	0	0 A		
Tr./Ev. D	own payment				•	0			AU	100,000.00	USD	100,000.00	USD	- 0	A		
AAf	3500081224		1	05.05.2017		0		0	AU	100,000.00	USD	100,000.00	USD	0	0 A		
Tr./Ev. D	own Pavment Red					0			AU	100.000.00	USD	100,000.00	USD	- 0	A		
AnzV	3500081225		1	08.05.2017		0		0	AU	100,000.00-	JSD	100,000.00	- USD	0	0 A		
Tr./Ev. D	own Payt Clearing					0			AU	100,000.00-	ISD	• 100,000.00	- USD	- 0	A		
AATV	3301520696		2	05.05.2017		U		U	AU	100,000.00-	USD	100,000.00	- USD	0	0 A		
Tr./Ev. D	P Request Clearing	1				0			AU	100,000.00-	USD	• 100,000.00	- USD	- 0	A		

As can be seen the GR posting created two FI documents





1. The PO down payment clearing – KA Document:

💌 🖌 Di	isplay Documen	t: General Led	ger View									
ri 😃 🚺	Taxes 📩 Display Curre	ency 📃 Entry View	Cther Ledg	er								
Data Entry Vi	ew											
Document N	umber 3500081225	Company Code	1000	Fiscal Year	2017							
Document Da	ate 08.05.2017	Posting Date	08.05.2017	Period	5							
Reference		Cross-Comp.No.										
Currency	USD	Texts exist		Ledger Group								
Ledger OL												
Doc.	3500081225	FiscalYear	2017	Period	5							
	`M (*) T .	. <u>M</u> . 🖨 🙆 . (🗟 , 🖽 , i 🚹									
Purch.Doc.	Item L.item PK 1	TTy Account	Description	Curr. Σ	Amount Σ	Amount in LC	G/L Acc	Cmmt Item	Grant	BusA	Fund	Funds Ctr
450000219	10 000001 39	19101510	Adv Vendor	USD	100,000.00-	100,000.00-		74261030	GMNR	S100	64ERP	14605
	000002 26	35101510	Adv Vendor AP Commer Vend		100,000.00 100,000.00	100,000.00-		24101000	CHIND	S100	64ERP	14605
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_	Document Header:	: 1000 Company Code			×							
	6.											
		A 🗇 wn Payment										
	Doc.Header Text				_							
	Card type	Card no.										

DO NOT remove the payment block A on the receivable line.

	1900002639 1000	ABC SUPPLIES LT	D		G/L act 19101510
United Nations		BOR			Doc. no. 3500081225
Line Item 1 / C	ommercial Dowr	ipayme / 39 A			
Amount	100,000.00	USD			
Tax Amount	0.00				
Tax code	VO				
Additional Data					
Due on	05.05.2017	Bu	is. Area	S100	
Pmnt Block	A DO N	IOT REMOVE			Flow Type
Dayment cur					

The Debit posting to the liability account will have a payment block G when a goods receipt is entered. When after the invoice is entered and the payment can be made, the AP users need to ensure that **payment block G is removed. If this is not done there is a risk the vendor will be** <u>overpaid.</u>

Vendor	1900002639 🗖 ABC S	UPPLIE	S LTD		G/L Acc	35101510
Company Code	1000					
United Nations	BOR				Doc. no	3500081225
Line Item 2 / P	ayment difference / 26					
Amount	100,000.00	USD				
Tax code	VO					
Additional Data						
Bus. Area	S100		Trdg Part.BA			
Disc. base	0.00	USD	Disc. Amount	0.00		USD
Payt Terms			Days/percent	0 0.000	% 0 0	.000 % 0
Bline Date	08.05.2017		Fixed			
Pmnt Block	G		Invoice ref.		/	/ 0
Dayment cur						

2. The goods receipt posting - WE Document

C Document	<u>Edit G</u> oto Extr <u>a</u>	s <u>S</u> ettings En <u>v</u> ir	onment Syste	em <u>H</u> elp								
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Data Entry View												
Document Numb	er 8200257302	Company Code	1000	Fiscal Year	2017	7						
Document Date	08.05.2017	Posting Date	08.05.2017	Period	5							
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Card type	Card no.											
Request Number												

B4. MIR7-Invoice raised

Technically an invoice can be raised before the GR/SES as well (this happens for instance where invoices are centrally received). As mentioned above where the invoice is raised before the GR/SES, the system will perform the autoclearing of the advance (Debit Liability, Credit Receivable) at this step.

Once the invoice is posted the PO History will appear as follows (note in this example the GR/SES was already done).

Materia	al Data	Quantities/Weigh	ts	Delivery Sched	dule De	livery	Invoice	Condi	tion	ns Account	Assian	ment	Purchas	se Ord	er History	Texts Delivery	n (F
									_	-					, ,			
Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery	cost guantity	OUr	Σ	Amount in LC	L.cur	Σ	Amount	Crcy	Σ Qty in OPU	n DelCostQty (OPUn)	0	
WE	101	5000258160	1	08.05.2017	1	· · · ·	0	AU		1,000,000.00	USD	1,00	00,000.00	USD	1	. 0	A	
Tr./Ev. Go	oods re	eceipt			• 1	<u> </u>		AU	• 1	1,000,000.	USD	= 1,0	00,000.	USD	. 1		A	
RE-L		5100216021	1	10.05.2017	1		0	AU		1,000,000.00	USD	1,00	00,000.00	USD	1	. 0	A	
fr./Ev. In	voice I	receipt			• 1			AU	+ 1	1,000,000	USD	= 1,00	D 0,000.	USD	• 1	L	Α	
Anz		3301520696	1	05.05.2017	U		U	AU		100,000.00	USD	10	00,000.00	USD		0	A	
Tr./Ev. Do	own pa	ayment			- 0			AU		100,000.00	USD	- 10	0,000.00	USD	- ()	Α	
AAf		3500081224	1	05.05.2017	0		0	AU		100,000.00	USD	10	00,000.00	USD	() 0	A	
Tr./Ev. Do	own Pa	ayment Req.			• 0			AU		100,000.00	USD	• 10	0,000.00	USD	• ()	Α	
AnzV		3500081225	1	08.05.2017	0		0	AU		100,000.00-	USD	10	0,000.00-	USD	() 0	Α	
Tr./Ev. Do	own Pa	ayt Clearing			- 0			AU		100,000.00-	USD	- 10	0,000.00-	USD	• ()	Α	
AAfV		3301520696	2	05.05.2017	0		0	AU		100,000.00-	USD	10	00,000.00-	USD	() 0	A	
Tr./Ev. DI	P Requ	iest Clearing			- 0			AU		100,000.00-	USD	- 10	0,000.00-	USD	- ()	Α	

The RE document will post as follows

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Doc.	5	1002160	21		FiscalYear	2017	Per	iod	5									
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Purchasing Doc.	Item	L.item	PK	тту	Account [^]	Description	Curr.	Σ	Amount	Σ	Amount in LC	G/L Acc	Cmmt Ite	Grant	BusA	Fund	Funds Ct	r W
6		000001	31		35101510	AP Commer Vendor	USD		1,000,000.00-		1,000,000.00-	35101510	34101000	GMNR	S100	64ERP	14605	
4500000219	10	000002	86		35401010	AP Ex Good Recpt	USD		1,000,000.00		1,000,000.00	35401010	74261030	GMNR	S100	64ERP	14605	A.
							USD	•	0.00	•	0.00							

B5. F-54 to manually clear a downpayment from a PO

Generally, downpayments should clear from a PO automatically when a Goods Receipt/SES or an invoice is posted (depending on whether the invoice is posted before the GR/SES). Please see posting schema

The financial accounting effect of clearing is as follows:

Debit Vendor	AP Vendor -35XXXXXX,	(current liability)
Credit Vendor	Advance Vendor-1910XXXX	(current asset)

There are some cases when this automatic clearing does not happen. When autoclearing does not occur, users must use F-54 needs to be used (refer to section E below) to ensure the downpayment is netted off against the invoice raised:

- When the tax code was not V0
- The PO is a legacy PO (pre-Umoja) and there was an advance
- Other budget consumption issues.

Process:

- 1. Log on to ECC
- 2. T-code F-54



- 3. Enter the following
 - a. Document Date as appropriate
 - b. Document type **KA**
 - c. Posting Date as appropriate (NOTE: cannot precede the posting date of the Down Payment)
 - d. Currency- Same as the down payment to be cleared
 - e. Doc. Header Text as appropriate (i.e. a brief description)

r Down Pa	ymen	t: Heade	er Data	
nts				
15.05.2017	Туре	KA	Company Code	1000
15.05.2017	Period	5	Currency/Rate	KRW
	•		Translatn Date	
JOB AID				
JOB AID				
			Tax Report Date	
	15.05.2017 15.05.2017 JOB AID	15.05.2017 Type 15.05.2017 Period JOB AID	15.05.2017 Type KA 15.05.2017 Period 5 JOB AID	15.05.2017 Type KA Company Code 15.05.2017 Period 5 Durrency/Rate JOB AID JOB AID JOB AID

4. Enter the Vendor Account number (BP number)

Vendor			
Account	1900008358		

(Note if the down payment is to be offset against a invoice, rather than from the PO, then you can use the fields available in Relevant Invoice)

5. Click on process down payments

Clear Vend	or Down Pa	yment:	: Heade	er Data	
Process down pr	nnts				
Document Date	15.05.2017	Туре	KA	Company Code	100

- 6. The available down payment will be displayed
- 7. Select/highlight the line you wish to clear

¢	<u>D</u> ocument	<u>E</u> dit	<u>G</u> oto <u>S</u> et	tings	En <u>v</u> ironment	System <u>H</u> elp			
C			• «		🔒 l 🧟 🚷	៣៤ខេង៦ភ្នំ៖ 🗧	2 🕜 🖳		
(Clear Vend	lor	Down Pay	men	t Choose a	lown payments			
t	Display Curre	тсу	a 🔋						
Ac	ount 190	8000	358 Currency	KR	N				
D	wn Payments								
			S Purchasing	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
	3301613979		A 2300033382						
	5501015070	, t	A 2300033362	1		SB-002411.01	1,125,000	855,000	^
		<u>,</u>	A 2300033362	l		58-002411.01	1,125,000	855,000	
	3351613676	<u>,</u>	R 2300033362	1		58-002411.01	1,125,000	855,000	
		<u>,</u>	A 2300033362			58-002411.01	1,125,000	855,000	
		, -	A 2300033362			58-002411.01	1,125,000	855,000	
		, -	A 2300033352			58-002411.01	1,125,000	855,000	
		,				58-002411.01	1, 125, 000	855,000	
						58-002411.01	1, 125, 000	855,000	
						58-002411.01	1, 125, 000	855,000	

- 8. Select Document simulate
- 9. Then save
- 10. The posting will move the Debit amount from a current asset to a current liability so that it can be offset against the invoice to be paid.

💌 🔎 Displa	y Document: L	Data Entry Vie	ew.									
🦻 🖻 😫 🗓	Taxes 📩 Display	Currency 📃 Gene	eral Ledger View									
Data Entry View												
Document Number	3500134338	Company Code	1000	Fiscal Year		2017						
Document Date	05.05.2017	Posting Date	05.05.2017	Period		5						
Reference	RES WO	Cross-Comp.No.										
Currency	KRW	Texts exist		Ledger Gr	oup							
3 2 7 6	10 7 . 2 . 14											
Co Itm PK S G/L	Account Account	Description	LCurr	Amoun	Curr.	Amount	Crcy	WBS element	Order	BusA	Fund	BP
1000 1 39 A 19:		58 Hanmiri Food Ass		690.61-		855,000-		SB-002411.01		S200	32DXA	M99
2 26 35	01510 19000083	58 Hanmiri Food Ass	iociate USD	690.61	KRW	855,000	KRW					

As previously discussed DO NOT remove the payment block A on the receivable line. This will be cleared automatically against the original down payment posting document by the clearing batch.

Partial Clearing:

To partially clear a downpayment, enter the amount to be cleared in the transfer posting column.

In the following example 60,000 USD is cleared from the 100,000 USD Down Payment.

0	lea	r I	Vendor D	own	Payment	Choose down payme	ents			
÷.	Disp	olay	Currency	87						
Acc	ount	:	19000026	39 Curi	rency USD]				
Do	wn I	Davr	ments							
Do	wn I	Payr	ments							
Do			ments Purchasing	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting	
Do		S				WBS Element AA-000016.01.01	Amount 100,000.00	Available Amount 100,000.00	Transfer Posting 60,000.00	
Do		S	Purchasing							

The Posting in FI appears as follows:

Data Entry View	V]						
Document Nun	ber 🛛	35000	81231	Company Cod	e 1000	Fiscal Y	'ear	2017							
Document Date	e [10.05	.2017	Posting Date	10.05.2017	Period		5							
Reference	,	JOB A	ID PARTIAL	Cross-Comp.N	io.										
Currency	τ	JSD		Texts exist		Ledger	Group								
3 2 7	H) (;	8 7	. 2.3	<u>د ا</u>	, 🖪 , 🖽 , I 🖪										
Purch.Doc.	Item	PK	G/L Acc	Account	Description	¹ Curr.	Σ Amount	Σ Amo	unt	Cmmt Item	Grant	BusA	Fund	Funds	WBS elem
4500000220 🗗	10	39	19101510	1900002639	ABC SUPPLIES LTD	USD	60,000.00-	60,00	-00.00	74261030	GMNR	S100	64ERP	14605	AA-00001
		26	35101510	1900002639		USD	60,000.00	60,00	00.00	34101000					
					ABC SUPPLIES LTD	凸 USD	• 0.00	•	0.00						
<u></u>						USD	•• 0.00	11 A	0.00						

DO NOT remove the payment block A on the receivable line. This will later clear against the original down payment when the clearing batch is run after the clearance of the remaining amount.

B6. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. For the open items posted against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit line items) to ensure the following are the same:

- a. GL account (3510XXXX)
- b. Payment method
- c. Payment Currency
- d. Part Bank
- e. Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- f. No payment block appears (i.e. remove payment <u>only</u> from the posting to 3510XXXX).



B7. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced are offset (where the sum of open items = 0), review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same.
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B).

In the case where there is a net receivable, once the amount is received from the vendor and posted, follow the procedure above to net off where all the sum of lines is zero.

Funds Management View

In FM, raising a down payment request (DPR) against a PO reduces the commitment balance by the amount of the DPR, and increases the actuals balance by the same amount. Subsequent transactions – payment of the DPR, service entry sheets or goods receipts, and invoices, if same amount -- will affect only the actuals. The total budget consumption, as it relates to this series of transactions, remains the same.

This table shows a scenario where a DP is issued against a PO and an SES/GR is created with an amount greater than the DP.

	COMMITMENT		ACTUA	ALS		Total	TOTAL BUDGET
ACTIVITIES/TRANSACTIONS	PO Balance	DP Request	DP Payment	SES or GR	Invoice	Actuals	CONSUMPTION
Approved purchase order	1,000.00	-				-	1,000.00
B1. Down payment request (F-47)	(200.00)	200.00				200.00	-
Budget consumption	800.00	200.00				200.00	1,000.00
B2. Disbursement of down payment (F110 & FPRL_LST)		(200.00)	200.00			-	-
Budget consumption	800.00	-	200.00	-	-	200.00	1,000.00
B3. Service entry sheet (ML81N) or goods receipt (MIGO)	(100.00)		(200.00)	300.00		100.00	-
- with amount greater than DP							
Budget consumption	700.00	-	-	300.00	-	300.00	1,000.00
B4. Invoice (MIR7)				(300.00)	300.00	-	-
Budget consumption	700.00	-	-	-	300.00	300.00	1,000.00

This is the scenario where a manual clearing (F-54) is used. Note that the budget consumption moves from actuals back to commitment.

	COMMITMENT		ACTUALS		Total	TOTAL BUDGET
ACTIVITIES/TRANSACTIONS	PO Balance	DP Request	DP Payment	DP Clearing	Actuals	CONSUMPTION
Approved purchase order	1,000.00	-			-	1,000.00
B1. Down payment request (F-47)	(200.00)	200.00			200.00	-
Budget consumption	800.00	200.00			200.00	1,000.00
B2. Disbursement of down payment (F110 & FPRL_LST)		(200.00)	200.00		-	-
Budget consumption	800.00	-	200.00	-	200.00	1,000.00
B5. Manual down payment clearing (F-54)	200.00			(200.00)	(200.00)	-
Budget consumption	1,000.00	-	200.00	(200.00)	-	1,000.00



C1. F-47 Raising a Downpayment related to a Funds Commitment (FC)

Before creating a Down Payment confirm that the FC has been created <u>and approved</u> using t-code FMZ3.

- 1. Log on to ECC
- 2. T-code F-47
- 3. Enter header information
 - a. Document Date- as appropriate
 - b. Type KA
 - c. Posting Date- (not earlier than the FC date)
 - d. Currency- as appropriate (same as the Funds Commitment etc.)
 - e. Reference- as appropriate
 - f. Doc. Header text- as appropriate (i.e. a brief description)
- 4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. A (POs commercial vendors) or
 - ii. Y (Implementing Partner)
 - iii. T (Travel, only use this where the travel module is not being used)



- 5. Click Enter to proceed to the next screen
- 6. Enter the following information
 - a. Amount
 - b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E. on using F-54 below before the GR/SES or invoice is processed)

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the Funds Commitment (FC) & line number.
- g. Enter text as appropriate

Down Pay	ment Reque	st Corr	ect Vendor	'item		
2660	🚽 More data	New iten	n			
Company Code	1000	C SUPPLIES	5 LTD	0	6/L Acc 19101	510
United Nations	BOI ercial Downpayme /					
Amount	1,000.00					
Tax Amount						
Tax code Bus. Area	V0 Calculate	tax				
Bus. Area Due on	09.05.2017					
Pmnt Block			Pmt Method			
Payment cur. Order		_	Network			
Oldel			Cost Center		Real estate	
Purch.Doc.						
					Flow Type	
Contract	/	1	WBS Element	AA-000016.01	.01]
Fund	64ERP BP F	317	Grant	GMNR		
Func. Area	29ACA002		Earmd Fnds	3100005281 1		
Funds Ctr	14605		Cmmt Item	77004010		
Assignment						
Text	JOB AID FC DP < 4	ŧκ			🛷 Long	Texts
			Funded Progra	m AA-000016	i	

- 7. Hit Enter
- 8. You may get a message to enter the partner bank depending on the payment method, select more data from the menu and enter the appropriate partner bank
- 9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above
- 10. Select save
- 11. The Down payment is then approved through workflow.

Once the down payment request is posted and ready for payment it will show the following in FC Consumption.

Earmark	red F	Funds: Display Consu	mption History							
3147	T	<mark>2</mark> 🗗 🖷 🖧 🞝 🕱 🤅	b [h III - II - II - II	3						
Doc. No. 📩	1tm	Business Transaction	Trigger document	Consumptn	Crcv	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text
3100005281	1	Receipt amt			USD					
		Down Payment Request	3500081236 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4
		Total Down payment requests		1,000.00	USD	1,000.00	USD			
		Consumpt.		1,000.00	USD	1,000.00	USD			
		Open amount		3,000.00	USD	3,000.00	USD			

After the payment is made the Funds Commitment consumption History shows the payment made.

Earmark	ed F	Funds: Display Consu	mption History								
3 🛛 🖉	7	<mark>∑</mark> ∲ 1 1 4 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	b 🖪 🎟 🖷 📲 I	1							
Doc. No. 📩	1tm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Reval
3100005281	1	Receipt amt		4,000.00	USD	4,000.00	USD				
		Down Payment Request	3500081236 10002017	0.00	USD	0.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4K	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3301520705 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	10.05.2017	JOB AID FC DP < 4K	
		Total Down paymts		1,000.00	USD	1,000.00	USD				
		Consumpt.		1,000.00	USD	1,000.00	USD				
		Open amount		3,000.00	USD	3,000.00	USD				

C2. FV60- AP Payment (invoice)

- 1. Log on to ECC
- 2. T-code FV60
- 3. Select Invoice from the drop down
- 4. Enter the Vendor: Same as the Down Payment made
- 5. Invoice & Posting Date: Not earlier than the Down Payment or Funds Commitment Date
- 6. Select Document Type: Use KH or KE only

(Note: KR will not clear automatically as such use KH (and KE for travel) if you have used a different document type you will need to clear the Down Payment using F-54, see below section C.3)

- 7. Enter the Amount: As appropriate
- 8. Enter the Currency: Same as the Funds Commitment



- 9. In the line item area Enter
 - a. The G/L Account
 - b. The Amount in Document Currency
 - c. And the Funds Commitment and FC item

	1 Items (Screen	Variant :	UN Screen Variant)							
卧	p G/L acct	D/C	Amount in doc.curr.	Earmarked	E	Assignment	Text	Order	W	
	77004010	Debit 🤊	4,000.00	3100005281	1				AA	*
		Doit.	-							Ŧ

In Financial Accounting the document will post as follows (the clearance of the advance is in the same FI Document.

👼 🛛 Displa	ay Doo	cument.	: Genera	l Ledger	View										
🖷 🚇 🚹 Taxes	å åDis	play Curren	cy 🗏 Ent	ry View 🛛 🧧	្វិ Other Led	ger									
Data Entry View															
Document Numbe	r 31012	69448	Company	Code 1	000	Fiscal \	(ear	2017							
Document Date	10.05	.2017	Posting D	ate 1	0.05.2017	Period		5			Recog	nises tl	he expe	ense and	1
Reference	JOB A	ID DP FC	Cross-Con	np.No.							/ the lia	bility			
Currency	USD		Texts exis	st 🗌		Ledge	r Group			/					
Ledger OL											.0	lears t	he adva	nce	
Doc.	31012	69448	FiscalYear	2	017	Period		5							
3 2 7 6	BF	. 2.	<u>₩</u> . _	di , 🖪 ,	. 💷 📴	5 🚹									
Purch.Doc. Item			Account	Description		Curr. ₂	Amount			G/L Acc	Cmmt Item	Grant	BusA	Fund	Funds
•	000001	31	35101510	AP Comme	Vendor	USD	4,000.00-	4,000	.00-	35101510	34101000	GMNR	S100	64ERP	14605
	000002	40	77004010	Consu Mine	Det Clra	USD	4.000.00	4.000	.00	77504010	77004010	GMNR	S100	64ERP	14605
	000003	39	19101510	Adv Vendo	r	USD	1,000.00-	1,000	.00-	19101510	77004010	GMNR	S100	64ERP	14605
	000004	26	35101510	AP Comme	Vendor	USD	1,000.00	1,000	.00	35101510	34101000	GMNR	S100	64ERP	14605
L	_					030 -	0.00	· Ū.	.00						



On the Funds Commitment the Down Payment now shows as cleared and the invoice amount shows as being consumed, the open amount is updated.

Earmarke	ed F	unds: Display Consu	mption History								
3 🔺 🛡	7	<mark>2</mark> 6 1 1 4 5 1 1 1 1	b 🖪 i 🏛 🖷 🖷 🛙	3							
Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Rev
3100005281	1	Receipt amt		4,000.00	USD	4,000.00	USD				
		Down Payment Request	3500081236 10002017	0.00	USD	0.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4K	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3101269448 10002017	1,000.00-	USD	1,000.00-	USD	10.05.2017	10.05.2017	AUTOTRANSFER	
		Down Payment	3301520705 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	10.05.2017	JOB AID FC DP < 4K	
		Total Down paymts		0.00	USD	0.00	USD				
		Invoice/Credit Memo	3101269448 10002017	4,000.00	USD	4,000.00	USD	10.05.2017	10.05.2017		
		Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
		Consumpt.		4,000.00	USD	4,000.00	USD				
		Open amount		0.00	USD	0.00	USD				

C3. F-54 to manually clear a downpayment on a FC

This process should be followed when a Down Payment for Funds Commitment has not cleared automatically. For example, when the document type used was not KE or KH (i.e. the AP user selected KR), or a tax code other than VO was used.

In the following example a down payment was not cleared as the wrong document type was used.

Display The second se) <i>Ledg</i> Other L	er View edger								
Data Entry View														
Document Number	310126	9447		Company	Code	1000	Fisc	al 1	/ear	2017				
Document Date	09.05.	2017		Posting D	ate	09.05.2017	Per	iod		5				
Reference	JOBAID	DP F	rC .	Cross-Con	np.No.									
Currency	USD			Texts exis	t		Leo	lge	r Group					
Ledger OL														
Doc.	310126	9447		FiscalYear		2017	Per	iod		5				
3 2 7 8								_			_		"I	
Purch.Doc. Item L		PK 31		Account 35101510	Descript	ion mer Vendor	Curr. USD	Σ	Amount 4,000.00-		int LC 0.00-	Earmd Fnds	G/L Acc 35101510	Cmn 341
		40		77004010		line Det Cirg	USD		4,000.00			3100005280	77004010	770
							USD		0.00		0.00			
🔄 Document He	ader: 10	00 Cor	mpany	/ Code					×					
Document Type	KR O	Iv <\$4	1000	w certif										
Doc.Header Text														
Card type		Card	l no.					1						
Request Number														



In the above case the original down payment was for 20,000 USD an invoice for 4,000 USD was received which should have offset part of the Down Payment. Also in this case the total amount consumed on the FC is 24,000 USD instead of 20,000.

Earmarked I	Funds: Display Consu	mption History								
3 🗛 🕁 🔀	N 🗗 👘 🖓 🛛 🕅	b H1 III =	1							
Doc. No. 1tm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Reva
3100005280 1	Receipt amt		50,000.00	USD	50,000.00	USD				
	Down Payment Request	3500081235 10002017	0.00	USD	0.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
	Total Down payment requests		0.00	USD	0.00	USD				
	Down Payment	3301520704 10002017	20,000.00	USD	20,000.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
	Total Down paymts		20,000.00	USD	20,000.00	USD				
	Invoice/Credit Memo	3101269447 10002017	4,000.00	USD	4,000.00	USD	09.05.2017	09.05.2017		
	Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
	Consumpt.		24,000.00	USD	24,000.00	USD				
	Open amount		26,000.00	USD	26,000.00	USD				

To clear the 4,000 USD

- 1. Log on to ECC
- 2. T-code F-54
- 3. Enter the following
 - a. Document Date- as appropriate
 - b. Document type KA
 - c. Posting Date as appropriate (NOTE: cannot precede the posting date of the Down Payment)
 - d. Currency- Same as the down payment to be cleared
 - e. Doc. Header Text- as appropriate (i.e. a brief description)
 - f. Enter the invoice if already posted and approved

Clear Vendo	r Down Pa	yment: H	leade	r Data		
Process down pmr	nts					
Document Date	10.05.2017	Туре	KA	Company Code	1000	
Posting Date	10.05.2017	Period	5	Currency/Rate	USD	
Document Number				Translatn Date		
Reference	CLEAR FC DE					
Doc.Header Text	CLEAR FC DP					
Trading Part.BA				Tax Report Date		
Vendor						
Account	1900002639					
Relevant invoice						
Invoice	3101269447	Line item		Fiscal year	2017	
Transfer posting ite	em(s) details					
Assignment						
Text						

- 4. Select the appropriate line item
- 5. If the amount to be cleared is less than the total advance enter the amount to be cleared in the Transfer Posting

Cle	ar	Vendor D	own	Payment	Choose down pay	ments		
[‡] Dis	play	Currency	≜ ₹					
cour		19000026: ments	39 Curr	rency USD				
		Purchasing	Item	Order	WBS Element	Amount	Available Amount	transfer Posting
1	A	-	0		AA-000016.01.01	20,000.00	20,000.00	4,000.00
1	A		0		AA-000016.01.01	1,000.00	0.00	
1	A		0		AA-000016.01.01	10,000.00	10,000.00	

- 6. Post and approve through workflow
- 7. The FI Posting will appear as follows

🕂 🚇 🚹 Taxes	5 📩 Display Currenc	y 🗏 Entry View	🗗 Other Ledg	jer							
Data Entry View											
Document Numbe	er 3500081238	Company Code	1000	Fiscal Year	2017						
ocument Date	10.05.2017	Posting Date	10.05.2017	Period	5						
Reference	CLEAR FC DP	Cross-Comp.No.									
Currency	USD	Texts exist		Ledger Group							
				Louger oroup							
				Longer oroup							
Ledger OL											
Ledger OL Doc.	3500081238	FiscalYear	2017	Period	5						
-	3500081238				5						
Doc.		FiscalYear	2017	Period	5						
Doc.		FiscalYear	2017	Period		G/L Acc	Cmmt Item	Grant	BusA	Fund	Funds
Doc.	Litem PK TTy	FiscalYear	2017	Period			Cmmt Item 77004010	Grant GMNR	BusA S100	Fund 64ERP	Funds 14605

The consumption on the FC now appears as follows, the open advance amount correctly shows as 16,000 USD also.

Earmark	red F	Funds: Display Consul	mption History								
3 🔺 🗑	77	2 🗗 🔮 🖑 🞝 🗊 🎙	ə 🚹 🎟 🖷 📲 🚺	1							
Doc. No. 📩	1tm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Revaluatos
8100005280	1	Receipt amt		50,000.00	USD	50,000.00	USD				
		Down Payment Request	3500081235 10002017	0.00	USD	0.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3500081238 10002017	4,000.00-	USD	4,000.00-	USD	10.05.2017	10.05.2017		
		Down Payment	3301520704 10002017	20,000.00	USD	20,000.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down paymts		16,000.00	USD	16,000.00	USD				
		Invoice/Credit Memo	3101269447 10002017	4,000.00	USD	4,000.00	USD	09.05.2017	09.05.2017		
		Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
		Consumpt.		20,000.00	USD	20,000.00	USD				
		Open amount		30,000.00	USD	30,000.00	USD				

DO NOT remove the payment block A on the receivable line. This will later clear against the original down payment when the clearing batch is run after the clearance of the remaining amount.

C4. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. Those open items for postings against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit mode to edit line items)

- a. GL account
- b. Payment method
- c. Payment Currency
- d. Part Bank



- e. Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- f. No payment block appears (i.e. remove payment <u>only</u> from the posting to 3510XXXX).

C5. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced (where the sum of open items =0) review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B)

In the case where there is a net receivable, once the amount is received from the vendor and posted follow the procedure above when to net off where all the sum of lines is zero.

Funds Management View

In FM, raising a down payment request (DPR) against a funds commitment reduces the commitment balance by the amount of the DPR, and increases the actuals balance by the same amount.

ACTIVITIES/TRANSACTIONS	COMMITMENT EMF Balance	DP Request	ACTUALS DP Payment	Invoice	Total Actuals	TOTAL BUDGET CONSUMPTION
Approved funds commitment	4,000.00	-			-	4,000.00
C1a. Down payment request (F-47)	(1,000.00)	1,000.00			1,000.00	-
Budget consumption	3,000.00	1,000.00			1,000.00	4,000.00
C1b. Disbursement of down payment (F110 & FPRL_LST)		(1,000.00)	1,000.00		-	-
Budget consumption	3,000.00	-	1,000.00	-	1,000.00	4,000.00
C2. Invoice (FV60)	(3,000.00)		(1,000.00)	4,000.00	3,000.00	-
Budget consumption	-	-	-	4,000.00	4,000.00	4,000.00

This table summarizes the FM view of steps C1 and C2 of this job aid.

The following table summarizes the FM view of the transaction in step C3 (F-54) of this job aid. Note that the manual clearing reduces the budget consumption in actuals, and moves it back to commitment.



	COMMITMENT		ACTU	ALS		Total	TOTAL BUDGET
ACTIVITIES/TRANSACTIONS	FC Balance	DP Request	DP Payment	Invoice	DP Clearing	Actuals	CONSUMPTION
Approved funds commitment	50,000.00	-				-	50,000.00
C1a. Down payment request (F-47)	(20,000.00)	20,000.00				20,000.00	-
Budget consumption	30,000.00	20,000.00				20,000.00	50,000.00
C1b. Disbursement of down payment (F110 & FPRL_LST)		(20,000.00)	20,000.00			-	-
Budget consumption	30,000.00	-	20,000.00	-		20,000.00	50,000.00
C2. Invoice (FV60)	(4,000.00)			4,000.00		4,000.00	-
Budget consumption	26,000.00	-	20,000.00	4,000.00	-	24,000.00	50,000.00
C3. Manual down payment clearing (F-54)	4,000.00		(4,000.00)			(4,000.00)	-
Budget consumption	30,000.00	-	16,000.00	4,000.00	-	20,000.00	50,000.00



D. DOWN PAYMENTS WITHOUT COMMITMENT DOCUMENTS

As outlined above, Down Payments can also be made without using a commitment document. However, this is not recommended because it creates a risk of an overpayment as the automatic clearing is not done when a GR/SES or Invoice is created.

These (down payments without commitment documents) should not be used simply to pay where there is an issue with an existing Purchase Order or Funds Commitment. Entities are encouraged instead to resolve the issue with the PO or FC.

In each case the Down Payment will need to be cleared manually using F-54.

D1. F-47 Creating a Down Payment without a PO or FC

- 1. Log on to ECC
- 2. T-code F-47

ē

- 3. Enter header information
 - a. Document Date as appropriate
 - b. Type KA
 - c. Posting Date as appropriate
 - d. Currency as appropriate (same as Purchase Order, Commitment etc.)
 - e. Reference as appropriate
 - f. Doc. Header text- as appropriate (i.e. a brief description)

<i>(</i>	Document	Faic	Goto	Settings	System	Help
C			•	« 🖯 🛛 🤇	😞 🚫	i 🗄 🖞 👘 🗈 🗅 🗗 💭 💭 🗮 🕑 🚆

Down Paym	ent Reque	est: Head	der Da	ta		
New item						
Document Date	30.04.2017	Туре	KA	Company Code	1000	
Posting Date	30.04.2017	Period	4	Currency/Rate	USD	
Document Number				Translatn Date		
Reference	USERGGUIDE					
Doc.Header Text	USERGGUIDE					
Trading Part.BA				Tax Report Date		

- 4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. K (Cash advance for cash payments)
 - ii. H (Security deposits)

Account Trg.sp.G/L ind.	1900002639

- 5. Click Enter to proceed to the next screen
- 6. Enter the following information
 - a. Amount
 - b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E on using F-54 below before the GR/SES or invoice is processed)

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the coding block information the fund and cost object or the following minimum
 - Business Area,
 - Fund,
 - Grant (or GMNR as applicable)
- g. Enter text as appropriate

Vendor	1900002639	ABC SUPPLIE	S LTD		G/L Acc 19101510
Company Code	1000				
United Nations		BOR			
Item 1 / Comm	ercial Downpayr	me / 39 F			
Amount	1,000.00	USD			
	Calcu	late tax			
Bus. Area	S100				
Due on	30.04.2017				
Pmnt Block			Pmt Method	W	
Payment cur.					
Order			Network		/
			Cost Center	14606	Real estate
Purch.Doc.					
					Flow Type
Contract		/	WBS Element		
fund	10UNA	3P B17	Grant	GMNR	
Func. Area	29ACA003		Earmd Fnds		
Funds Ctr	14606		Cmmt Item	19101510	
Assignment					
Text	JOB AID DP N	O Committmer	nt		🤣 Long Texts
			Eurodod Drogra	TO FDND	



- 7. Hit Enter
- 8. You may get a message to enter the partner bank depending on the payment method, select more data from the menu and enter the appropriate partner bank
- 9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above
- 10. Select the Post icon
- 11. The Down payment is then approved through workflow

D2. F-54 Clearing Downpayments not related to PO or FC

In the below case there was a down payment made without a PO or FC. In order to ensure that the down payment is offset against the payment, the user should use F-54 to clear the down payment so the Debit on the vendor is moved to the liability GL account.

Until F-54 is done, the advance and invoice amounts will not offset because they are in different GL accounts, and there and there is a risk that the vendor will be overpaid.

Vendor 1110053315 Company Code 1000															
Name ABC National Television Sales, Inc. City New York															
						<u> </u>	<u> </u>	T		<u> </u>		-			
Stat	G/L	DocumentNo	Туре	Pstng	Date	SG	PBk	PM	DD	BusA	Amount in DC	Curr.	LC amnt	Assignment	Text
Stat		DocumentNo 3301520701		Pstng			PBk	PM W	DD	BusA S100		Curr.	LC amnt	Assignment 35000812280012017	
*							PBk				75,000.00				
*	19102010 19102010		кz		.2017	к	PBk		DD		75,000.00 75,000.00 100,000.00-	USD USD USD	75,000.00	35000812280012017	NO PO DP
*	19102010 19102010	3301520701	кz	08.05	.2017	к	PBk	W		S100	75,000.00 75,000.00	USD USD USD	75,000.00 75,000.00	35000812280012017	NO PO DP

Ensure that the following fields are populated in F-54:

- 1. Document Date
- 2. Type **KA**
- 3. Posting Date (not earlier than the posting date of the original Down Payment)
- 4. Currency- Same as down payment
- 5. Reference and Doc. Header Text- as appropriate
- 6. Account- The vendor BP number
- 7. Assignment (enter the same clearing information as the invoice doc)

Clear Vendo	r Down Pa	yment:	Heade	er Data	
Process down pmr	nts				
Document Date	09.05.2017	Туре	KA	Company Code	1000
Posting Date	09.05.2017	Period	5	Currency/Rate	USD
Document Number				Translatn Date	
Reference	JOB AID no H	O FC			
Doc.Header Text	JOB AID no PO	FC			
Trading Part.BA				Tax Report Date	
Vendor					
Account	1110053315				
Relevant invoice					
Invoice		Line item		Fiscal year	
Transfer posting ite	m(s) details				
Assignment	350008122800	12017			
Text	-				

8. Select line/lines to be cleared.

8		• 4		🏷 🙆 🚷 블) 🛗 🛗 🎝 🛱 🛗 🛗	3 🛒 🗾 😰 📑		
Clear Ven	dor L	Down Pa	ymen	t Choose	down payments			
Display Curr	ency	A ₹						
ccount 11	100533	315 Currence	v US	D				
		315 Currency	v US	D				
	5				WBS Element	Amount	Available Amount	Transfer Postin
Down Payment	s . Li 9	Purchasing			WBS Element AA-000016.01.01	Amount 75,000.0		Transfer Postin
Down Payment	s . Li 9	Purchasing	Item					Transfer Postin

9. Save

D3. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. Those open items for postings against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit mode to edit line items).

- a. GL account
- b. Payment method

- c. Payment Currency
- d. Part Bank
- e. Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- f. No payment block appears (i.e. remove payment <u>only</u> from the posting to 3510XXXX).

Vendo Compo		Code		1110053315 1000												
Name City	Name ABC National Television Sales, Inc. City New York															
:	Stat	DocumentNo	Туре	Assignment	Pstng Date	G/L	Entry Date	SG	PBk	PM	DD	BusA	Amount in DC	Curr.	LC amnt	Τe
		3101269446 3500081229		35000812280012017 35000812280012017	09.05.2017		09.05.2017 09.05.2017				4 ₀) 4 ₀)	S100		USD	100,000.00- 75,000.00 25,000.00-	
**													25,000.00-	USD	25,000.00-	

D4. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced (where the sum of open items =0) review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same.
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B).

In the case where there is a net receivable, once the amount is received from the vendor and posted follow the procedure above when to net off where all the sum of lines is zero.

Funds Management View

When a down payment is not associated with a purchase order or funds commitment, the transactions - request, payment and clearing - do not create postings in funds management. It is only when invoice processing happens that budget consumption occurs.



	COMMITMENT		ACTUALS			
	PO or FC				Total	TOTAL BUDGET
ACTIVITIES/TRANSACTIONS	Balance	DP Request	DP Payment	Invoice	Actuals	CONSUMPTION
Approved PO or FC	-	-			-	-
D1. Down payment request without a PO or FC (F-47)	-	-			-	-
Budget consumption	-	-			-	-
D2. Clearing of down payment not linked to a PO or FC (F-54)	-	-	-		-	-
Budget consumption	-	-	-	-	-	-
Invoice (FV60)	-		-	100,000.00	100,000.00	100,000.00
Budget consumption	-	-	-	100,000.00	100,000.00	100,000.00



ANNEX A: GLs for SP GL indicators and down payments

When posting normally to a vendor Business Partner (BP), the GL account will derive based on the BP group.

When a Special GL indicator is used, it changes the GL account in the Financial Accounting Posting. In this case, from a GL that is a current liability to the GL for a current asset (Receivable).

Indicator Indicator Record (L) Account Account Account Account Account Account 2010 Commercial Vendor 35101510 19301010 2011 Member State 35201010 19301010 2012 Non Member State 33201010 19301010 2013 Government and Local Authority 35101210 19301010 2015 Intergovernment and Local Authority 35101210 19301010 Advance to Implem Partner 2014 UN Agency Fund Programme Y 35101210 18101210 2015 Intergovernment and Local Authority 35101210 18101310 35101210 18101210 2015 Intergovernment and Local Authority ArF 35101210 19101210 2010 Commercial Vendor 35101210 19101210 35101210 19101210 Downpayment 2010 Commercial Vendor R 35101210 19101210 Advance Salary 2020 Staff Member, Ex-Staff Member, Survisors and Dependents, Retirees S 3510110 19101510 2016 Non Staff With Index	Type of down payment	BP Group	Account Group	AP SPGL	Normal	SPGL G/L
Security Deposit 2011 Nom Member State 33201010 19301010 Security Deposit 2013 Government and Local Authority 35101210 19301010 Z014 UN Agency Fund Programme 35101210 19301010 35101210 19301010 Advance to Implem Z013 Government and Local Authority 35101210 18101210 Advance to Implem Z014 UN Agency Fund Y 35101210 18101210 Z015 Intergovernment and NGO 35101210 18101210 18101210 Z016 Commercial Vendor Z013 Government and NGO 35101210 19101210 Downpayment Z014 UN Agency Fund Y 35101210 19101210 Z010 Commercial Vendor R 35101210 19101210 19101210 Advance Salary Z010 Commercial Vendor R 35101210 19101210 Z014 UN Agency Fund Programme S 35101210 19101210 Advance Salary Z016 <t< td=""><td></td><td></td><td></td><td>indicator</td><td></td><td></td></t<>				indicator		
Security Deposit 2012 Non Member State 33201110 19301010 Security Deposit 2013 Government and Local 4 35101210 19301010 Z014 UN Agency Fund Programme 35101210 19301010 35101210 19301010 Advance to Implem Partner 2013 Government and Local Authority 35101210 18101310 Z015 Intergovernment and NGO 35101210 18101310 19301010 Commercial Z015 Intergovernment and NGO 35101210 18101410 Z015 Intergovernment and NGO 35101210 19101510 35101210 19101510 Z015 Intergovernment and NGO 3510110 19101210 35101210 19101210 Commercial Z014 UN Agency Fund Programme Ar F 35101210 19101310 Retention Z010 Commercial Vendor R 3510110 19101210 Advance Salary Z021 Non staff Member, Ex-Staff S510110 19101210 Advance Travel Z014 UN Agency Fund Pr		Z010	Commercial Vendor		35101510	19301010
Security Deposit 2013 Government and Local Authority H 35101210 19301010 2014 UN Agency Fund Programme 5101210 19301010 35101210 19301010 2015 Intergovernment and Local Authority 35101210 19301010 19301010 Advance to Implem Partner 2013 Government and Local Authority Y 35101210 18101210 2015 Intergovernment and NGO 35101410 19301010 18101210 2016 Commercial Vendor Authority Y 3510110 18101210 2015 Intergovernment and NGO 3510110 19101210 2016 Commercial Vendor Authority R 35101410 19101210 2016 Commercial Vendor Programme R 3510110 19101210 Advance Salary 2016 Non staff Member, Ex-Staff Member, Survivors and Dependents, Retrieres 35101310 19101210 2016 Non staff With Index 35101310 19101210 19101210 2016 Non staff With Index 35101310 19101210 2016<		Z011	Member State		33201010	19301010
Security Deposit Authority H 1930101 2014 VIN Agency Fund Programme 35101310 19301010 Advance to Implem Partner 2015 Intergovernment and Local Authority 35101210 18101210 Advance to Implem Partner 2014 UN Agency Fund Programme Y 35101310 18101210 Commercial Downpayment 2015 Intergovernment and NGO 35101410 18101410 Commercial Downpayment 2014 UN Agency Fund Programme Y 35101210 19101210 Commercial Downpayment 2014 UN Agency Fund Programme A,F 35101210 19101210 Retention 2010 Commercial Vendor R 35101210 19101210 Advance Salary 2020 Staff Member, Survivors and Dependents, Retirees S 35101210 19101810 Loan Receivable 2014 UN Agency Fund Programme X 35101810 19201510 2016 Non staff With Index 35101210 19101810 19201510 2016 Non staff Member, Ex-Staff Member, Survivors and Dependents, Re		Z012	Non Member State		33201110	19301010
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Advance to Implem Partner Authority Iteration (1) Iteration (1) <thiteraticacccccccccccccccccccccccccccccccccc< td=""><td></td><td>Z015</td><td>Intergovernment and NGO</td><td></td><td>35101410</td><td>19301010</td></thiteraticacccccccccccccccccccccccccccccccccc<>		Z015	Intergovernment and NGO		35101410	19301010
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2015 Intergovernment and NGO 35101410 18101410 2010 Commercial Vendor 35101510 19101510 2013 Government and Local Authority A.F 3510110 19101210 Downpayment 2014 UN Agency Fund Programme 3510110 19101210 3510110 19101210 Retention 2015 Intergovernment and NGO R 3510110 19101210 Advance Salary 2020 Staff Member, Survivors and Dependents, Retirees 3510110 19101710 Advance Salary 2016 Non staff with Index 35101310 19101710 Loan Receivable 2016 Non Staff with Index 35101310 19101710 Z020 Staff Member, Survivors and Dependents, Retirees 35101310 19101710 Advance Travel 2016 Non staff Willitary and Police 35101310 19109010 Z021 Non staff Military and Police 35101710 19109010 19109010 Advance Travel 2020 Staff Member, Survivors and Dependents, Retirees 35101710 19109010 <		Z014		Y	35101310	18101310
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Commercial DownpaymentAuthority 2014Authority ProgrammeA.F10102102015Intergovernment and NGO3510141019101310Retention2010Commercial Vendor Member, Survivors and Dependents, RetireesR3510151015111510Advance Salary2021Non staff Military and PoliceS3510161019101210Loan Receivable2016Non staff With Index3510181019101810Loan Receivable2016Non Staff With Index3510181019101810Loan Receivable2016Non Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510181019101810Advance Travel2016Non staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510161019109010Advance for Cash Payments2020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510161019109010Cash Advance for Cash Payments2016Non Staff With Index Z0103510151035101510191020102010Commercial Vendor UNSM2010Commercial Vendor S10131035101510191020102010Commercial Vendor Z0142010Commercial Vendor Z013K35101510351015102011Commercial Vendor Z0132010Commercial Vendor Z013S10121035101210		Z010	Commercial Vendor		35101510	19101510
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Advance SalaryMember, Survivors and Dependents, RetireesS191016102021Non staff Military and Police35101710191017102016Non Staff with Index3510181019101810Loan Receivable2014UN Agency Fund ProgrammeX3510181016201310Advance Travel2016Non Staff Mith IndexX3510181016201310Advance Travel2020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510171019109010Z021Non staff Military and Police351017103510171019109010Z021Non staff Military and Police351017103510171019109010Z021Non staff Military and Police351017103510171019102010Cash Advance for Cash Payments2016Non Staff With Index Z01020163510151035101510Z010Commercial Vendor non- UNGM2010Commercial Vendor non- UNGM3510131019102010Z014UN Agency Fund Programme351013103510131019102010	Retention	Z010	Commercial Vendor	R	35101510	15111510
Z021Non staff Military and Police3510171019101710Z016Non Staff with Index3510181019101810Loan ReceivableZ014UN Agency Fund ProgrammeX3510131016201310Advance TravelZ016Non Staff With Index3510161019109010Advance TravelZ020Staff Member, Ex-Staff Member, Survivors and Dependents, RetireesT3510171019109010Z021Non staff Military and Police351017103510171019109010Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510171019109010Z021Non staff Military and Police3510171035101710Z021Non staff Military and Police3510171019109010Z021Non staff Military and Police3510171019109010Z021Non staff Military and Police3510171019109010Z021Non staff Military and Police3510171019102010Z016Non Staff With Index Z019Z010S10131019102010Z010Commercial Vendor non- UNGMS1013103510131019102010Z013Government and Local351013103510131019102010		Z020	Member, Survivors and		35101610	19101610
Loan Receivable2014UN Agency Fund ProgrammeX3510131016201310Advance Travel2016Non Staff with Index 2020Staff Member, Ex-Staff Member, Survivors and Dependents, RetireesT3510161019109010Z021Non staff Military and Police351017103510171019109010Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees3510171035101610Z021Non staff Military and Police3510161035101610Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610Z021Non staff Military and Police35101610Z021Non staff Military and Police35101510Z021Non staff With Index35101510Z021Commercial Vendor non- UNGM35101510Z010Commercial Vendor non- UNGMKZ010Commercial Vendor Programme35101510Z013Government and Local35101210	Advance Salary	Z021	Non staff Military and	s	35101710	19101710
Loan ReceivableProgrammeX16201310Advance Travel2016Non Staff with Index 202035101810 3510161035101610Advance Travel2021Non staff Military and PoliceT35101710Z021Non staff Military and Police3510161035101610Z020Staff Member, Ex-Staff Member, Survivors and Dependents, RetireesT35101710Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610FZ021Non staff Military and Police35101610FZ021Non staff Military and Police35101610FZ021Non staff Military and Police3510151019102010Cash Advance for Cash Payments2016Non Staff with Index UNGM3510151019102010Z010Commercial Vendor non- UNGMK3510151019102010Z013Government and Local3510121035101210		Z016	Non Staff with Index		35101810	19101810
Advance Travel2020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610191090102021Non staff Military and Police3510171035101710351017102020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610351017102020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610N2021Non staff Military and Police35101610191090102020Staff Member, Survivors and Dependents, Retirees35101610191020102021Non staff Military and Police35101710191020102016Non Staff with Index UNGM35101510351015102019Commercial Vendor non- UNGMK351015102010Commercial Vendor Programme35101510351013102013Government and Local35101210	Loan Receivable	Z014	- ·	x	35101310	16201310
Advance TravelMember, Survivors and Dependents, RetireesT19109010Z021Non staff Military and Police3510171035101710Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610NZ021Non staff Military and Police35101610NZ021Non staff Military and Police35101610NZ021Non staff Military and Police351017019102010Z021Non staff Military and Police3510171019102010Z016Non Staff with Index UNGM3510151035101510Z019Commercial Vendor non- UNGMK35101510Z010Commercial Vendor Programme3510151035101510Z013Government and Local3510121035101210		Z016	Non Staff with Index		35101810	
Z021Non staff Military and Police35101710Z020Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees35101610Z021Non staff Military and Police35101710Z021Non staff Military and Police35101710Z016Non Staff with Index UNGM35101810Z019Commercial Vendor non- UNGMK35101510Z010Commercial Vendor35101510Z014UN Agency Fund Programme35101310Z013Government and Local35101210	Advance Travel	Z020	Member, Survivors and	т	35101610	19109010
Cash Advance for Cash Payments2010Member, Survivors and Dependents, Retirees35101710Cash Advance for Cash Payments2016Non Staff Will Index 2019351018102010Commercial Vendor non- UNGMK351015102010Commercial Vendor UNGM351015102010Commercial Vendor UNGM351015102010Commercial Vendor UNGM351015102013Government and Local35101210		Z021	Non staff Military and		35101710	
Cash Advance for Cash PaymentsZ016Non Staff with Index Commercial Vendor non- UNGM35101810Z010Commercial Vendor non- UNGMK35101510Z010Commercial Vendor35101510Z010Commercial Vendor35101510Z014UN Agency Fund Programme35101310Z013Government and Local35101210		Z020	Member, Survivors and		35101610	
Cash Advance for Cash Payments Z019 Commercial Vendor non- UNGM K 35101510 19102010 Z010 Commercial Vendor 35101510 2010 2010 35101510 Z014 UN Agency Fund Programme 35101310 35101310 Z013 Government and Local 35101210		Z021	Non staff Military and		35101710	
Payments Z019 Commercial Vendor non- UNGM Z010 Commercial Vendor 35101510 19102010 Z014 UN Agency Fund 35101510 Programme Z013 Government and Local 35101210	Cash Advance for Cash	Z016	Non Staff with Index		35101810	
Z014 UN Agency Fund 35101310 Programme 2013 Government and Local 35101210		Z019		К	35101510	19102010
Programme Z013 Government and Local 35101210		Z010	Commercial Vendor		35101510	
		Z014	. .		35101310	
		Z013			35101210	



ANNEX B: Posting schemas down payments made on a PO

1. With automatic PO clearing- GR/SES

The following is the Posting schema when the automatic clearing of the receivable occurs when the GR/SES is done.

STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX	KA	А	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
		F110 &		2210/	1/7	A	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
2	Downpayment (PO)	FPRL_LIST	Normal item	33XX	KZ		Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00
				00000			Debit	7XXXXXXX	Expense etc		1,500.00
3	Goods Receipt/SES	ML81N & MIGO	Normal item	82XX	WE		Credit	35401010	GR/IR		(1,500.00
3	DP Clearing automatical	h concrated	Normal item	25.44	KA	А	Debit	3510XXXX	Vendor BP (AP Vendor etc)	G**	1,000.00
	br cleaning automatically generated		Normantem	5577	NA .		Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00,
4	Invoice Receipt	MIR7	Normal item	E1VV	RE		Debit	35401010	GR/IR		1,500.00
4		IVIII(7	Normantern	51//	KL		Credit	3510XXXX	Vendor BP (Adv Vendor etc)		(1,500.00)
5	AP User removes paymer	nt block <u>G</u> on KA d	oc using t-cod	e FB02 (<mark>NOTE</mark>	failure to re	emove	will lead	l to the ven	dor being overpaid!)		
		F110 &									
6	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ		Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,500.00
									Vendor BP (AP Vendor etc)		(1,000.00)
							Credit	1XXXXXXX	Bank EFT/Chq out		(500.00)
A *	Payment Block A (Blocke	d for Payment) is a	added automa	tically at step	2 (payment	t) and <u>s</u>	tep <u>3</u> w	hen the GR/	SES is posted, DON'T REMO	/E.	

Note: if there was no final payment due to the vendor (i.e. advances match total invoice) the open Debit and Credit will clear from the vendor each day when the following match:

- Document Currency Amount
- Assignment field
- GL

If there was a net payment due, then the <u>payment method</u> and <u>payment terms</u> would also need to be the same and the due date of the Debit would need to be the same or earlier than the due date of the Invoice (Credit) for the lines to net off and generate a net KZ payment document.



2. With automatic PO clearing- Invoice

The following is the Posting schema when the automatic clearing of the receivable occurs when the Invoice is done (that is the invoice is done before the SES/GR).

STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX	KA	А	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 &	Normal item	33XX	KZ	А	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
-	bownpayment (r o)	FPRL_LIST	Normanicem	55/000	NL.		Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00)
							Debit	35401010	GR/IR		1,500.00
_	Invoice Receipt	MIR7	Normal item	51XX	RE		Credit		Vendor BP (Adv Vendor etc)		(1,500.00)
3	DP Clearing automatically generated Norma		Normal item	2522	KA	А	Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,000.00
			Normai item	3588			Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00)
4	Goods Receipt/SES	ML81N & MIGO	N	022/2	WE		Debit	7XXXXXXX	Expense etc		1,500.00
4	GOODS RECEIPT/SES	MILOIN & MIGO	Normalitem	02^^	VVE		Credit	35401010	GR/IR		(1,500.00)
5	AP User needs to edit the payment can be made. Fa				iyment met	thod, du	ue date	etc. The <mark>po</mark>	stings against GL 3510XXXX	ONLY, so th	ne Net
		F110 &									
6	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ		Debit		Vendor BP (AP Vendor etc)		1,500.00
									Vendor BP (AP Vendor etc)		(1,000.00)
							Credit	1XXXXXXXX	Bank EFT/Chg out		(500.00)

Note if there was no final payment due to the vendor (i.e. advances match total invoice) the open Debit and Credit will clear from the vendor each day when the following match:

- Document Currency Amount
- Assignment field
- GL

If there was a net payment due then the <u>payment method</u> and <u>payment terms</u> would also need to be the same and the due date of the Debit would need to be the same or earlier than the due date of the Invoice (Credit) for the lines to net off and generate a net KZ payment document.



3. With manual PO clearing

If the automatic clearing of the open receivable is not done when the SES/GR is done then the user can use F-54 to clear the down payment on the Purchase Order.

Note F-54 will need to be used when a tax code other than V0 (Zero Tax) has been used.

				Doc starts						Payment	Amount
STEP	Action	T-code		with	Doc type	SPGL	Dr/Cr	GL	GL name	Block	
1	Downpayment request	F-47	Noted item	35XX	KA	А	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 &	Normal item	3377	KZ	Α	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
		FPRL_LIST	Normaritem	55///	NZ.		Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00
3	Goods Receipt/SES	MI 81N & MIGO	Normalitem	8277	WF		Debit	7XXXXXX	Expense etc		1,500.00
	50003 NCCCipt/323						Credit	35401010	GR/IR		(1,500.00
4	Clear downpayment on PO	F-54	Normal item	3577	КА	Α	Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,000.00
	cical downpayment on to	1.54	Normanicem	55///			Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00
5	Invoice Receipt	MIR7	Normal item	E1VV	RF		Debit	35401010	GR/IR		1,500.00
		WIIK7	Normanitem	31^^	NE .		Credit	3510XXXX	Vendor BP (AP Vendor etc)		(1,500.00
	AP User needs to edit the line	es to be netted off	(using FB02)	and a navm	ent method	due d	ate etc	The nosting	gs against GL 3510XXXX ONLY	so the Net	navment
6	can be made. Failure to do so					, uuc u	ute etc.			so the Net	payment
6	can be made. Failure to do so	o can result in ove	rpayment.								

		F110 &							
7	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ	Debit	3510XXXX	Vendor BP (AP Vendor etc)	1,500.00
						Credit	3510XXXX	Vendor BP (AP Vendor etc)	(1,000.00)
						Credit	1XXXXXXX	Bank EFT/Chq out	(500.00)

A* Payment Block A (Blocked for Payment) is added automatically at step 2 (payment) and step 4 when the clearing is done (using F-54), DON'T REMOVE.



STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX	КА	А	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 &	Normal item	2222	кz	Α	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
2	Downpayment (PO)	FPRL_LIST	Normalitem	3388	KZ		Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00
							Debit	7XXXXXXX	Expense etc		1,500.00
	AP Invoice	FV60	Normal item	51XX	КЕ/КН		Credit		Vendor BP (Adv Vendor etc)		(1,500.00
3	DP Clearing automatically generated					А	Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,000.00
	DP Clearing automatically	automatically generated Normal i	Normal item	35XX	KA		Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00
		5.54	Normal item	25204	14.0	А	Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,000.00
4	Clear downpayment on FC	F-54	Normal Item	35XX	KA		Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00
5	AP User needs to edit the li payment can be made. Fail				ment meth	od, due	date et	c. The post	ings against GL 3510XXXX O	NLY, so the	Net
		F110 &									
6	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ		Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,500.00
							Credit	3510XXXX	Vendor BP (AP Vendor etc)		(1,000.00
							Credit	1XXXXXXX	Bank EFT/Chq out		(500.00

1. With automatic FC clearing- Invoice

2. With FC manual down payment clearing using F-54

STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX	КА	А	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2		F110 &	Normal item	2277	ΚZ	Α	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
2	Downpayment (PO)	FPRL_LIST	Normalitem	3377	κz		Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00)
							Debit	7XXXXXXX	Expense etc		1,500.00
3	AP Invoice	FV60	Normal item	51XX	KE/KH		Credit		Vendor BP (Adv Vendor etc)		(1,500.00
	Clear downpayment on					A	Debit	35107777	Vendor BP (AP., Vendor etc)		1,000.00
4	PO	F-54	Normal item	35XX	KA	~			Vendor BP (Adv Vendor etc)	A*	(1,000.00
5	AP User needs to edit the payment can be made. Fa				ayment met	hod, dı	ue date	etc. The <mark>po</mark>	stings against GL 3510XXXX	ONLY, so th	ne Net
		F110 &									
	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ		Debit	3510XXXX	Vendor BP (AP Vendor etc)		1,500.00
6							Credit	3510XXXX	Vendor BP (AP Vendor etc)		(1,000.00
6									Deals FFT/characte		
6							Credit	1XXXXXXX	Bank EFT/Chq out		(500.00

Job
Aid

ANNEX D: Posting schema down payments made without a committment

STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX	KA	К	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL LIST	Normal item	33XX	KZ	Α	Debit Credit	1910XXXX 1XXXXXXX	Vendor BP (Adv Vendor etc) Bank EFT/Chq out	A*	1,000.00
3	Payment Doc**		Normal item	51XX	KH/KA/KE ** etc		Debit Credit	7XXXXXXX** 3510XXXX	Expense etc** Vendor BP (AP., Vendor etc)		1,500.0
4	Clear downpayment on PO	F-54	Normal item	35XX	КА	А	Debit Credit	3510XXXX 1910XXX	Vendor BP (AP Vendor etc) Vendor BP (Adv Vendor etc)	A*	1,000.0
5	AP User needs to edit the payment can be made. Fa				ayment met	hod, du	ue date	etc. The <mark>posti</mark>	ngs against GL 3510XXXX ON	ILY, so the	Net
	payment can be made. Fa		in result in over	payment.							
		F110 &		2.21.07	КZ		Debit	3510XXXX	Vendor BP (AP Vendor etc)		4 500 0
6	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ						1,500.0
6	Payment for net amount	FPRL_LIST	Normal item	33XX	KZ		Credit		Vendor BP (AP Vendor etc) Bank EFT/Chq out		1,500.0 (1,000.0 (500.0
6 <u>A*</u>						ent) and	Credit Credit	3510XXXX 1XXXXXXX	· · · · · ·		(1,000.0 (500.0

In case F-54 will need to be used to clear the open item.