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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

A. Enter Down Payment Request (F-47)
B. Approve Down Payment Request (via workflow)
C. Post Down Payment with Payment Run
D. Clear Down Payment (GR/SES, Invoice, or manual F-54)

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 Commitment: 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:

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

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

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.
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.
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:

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.

As can be seen the GR posting created two FI documents
1. The PO down payment clearing – KA Document:

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

2. The goods receipt posting – WE Document

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).
The RE document will post as follows

**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)

4. Enter the Vendor Account number (BP number)

(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

6. The available down payment will be displayed

7. Select/highlight the line you wish to clear
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.

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.
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 only 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.

<table>
<thead>
<tr>
<th>ACTIVITIES/TRANSACTIONS</th>
<th>COMMITMENT</th>
<th>ACTUALS</th>
<th>Total Actuals</th>
<th>TOTAL BUDGET CONSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO Balance</td>
<td>DP Request</td>
<td>DP Payment</td>
<td>SES or GR</td>
</tr>
<tr>
<td>Approved purchase order</td>
<td>1,000.00</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>B1. Down payment request (F-47)</td>
<td>(200.00)</td>
<td>200.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>800.00</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>B2. Disbursement of down payment (F110 &amp; FRPL_LST)</td>
<td>(200.00)</td>
<td>200.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>800.00</td>
<td>-</td>
<td>200.00</td>
<td>-</td>
</tr>
<tr>
<td>B3. Service entry sheet (MILEN) or goods receipt (MISO)</td>
<td>(100.00)</td>
<td>(200.00)</td>
<td>300.00</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>300.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>B4. Invoice (MIR7)</td>
<td>700.00</td>
<td>-</td>
<td>-</td>
<td>300.00</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>700.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ACTIVITIES/TRANSACTIONS</th>
<th>COMMITMENT</th>
<th>ACTUALS</th>
<th>Total Actuals</th>
<th>TOTAL BUDGET CONSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO Balance</td>
<td>DP Request</td>
<td>DP Payment</td>
<td>DP Clearing</td>
</tr>
<tr>
<td>Approved purchase order</td>
<td>1,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>B1. Down payment request (F-47)</td>
<td>(200.00)</td>
<td>200.00</td>
<td>200.00</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>800.00</td>
<td>200.00</td>
<td>200.00</td>
<td>-</td>
</tr>
<tr>
<td>B2. Disbursement of down payment (F110 &amp; FRPL_LST)</td>
<td>(200.00)</td>
<td>200.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>800.00</td>
<td>-</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>B5. Manual down payment clearing (F-54)</td>
<td>200.00</td>
<td>-</td>
<td>(200.00)</td>
<td>(200.00)</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>1,000.00</td>
<td>-</td>
<td>200.00</td>
<td>(200.00)</td>
</tr>
</tbody>
</table>
C. DOWN PAYMENTS ON FUNDS COMMITMENTS (FC)

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

Before creating a Down Payment confirm that the FC has been created and approved 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
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.
After the payment is made the Funds Commitment consumption History shows the payment made.

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

In Financial Accounting the document will post as follows (the clearance of the advance is in the same FI Document.)
On the Funds Commitment the Down Payment now shows as cleared and the invoice amount shows as being consumed, the open amount is updated.

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 V0 was used.

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

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
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

6. Post and approve through workflow
7. The FI Posting will appear as follows
The consumption on the FC now appears as follows, the open advance amount correctly shows as 16,000 USD also.

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 only 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.

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

<table>
<thead>
<tr>
<th>ACTIVITIES/TRANSACTIONS</th>
<th>COMMITMENT</th>
<th>ACTUALS</th>
<th>Total Actuals</th>
<th>TOTAL BUDGET CONSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved funds commitment</td>
<td>4,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>C1a. Down payment request (F-47)</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget consumption</td>
<td>5,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>C1b. Disbursement of down payment (F110 &amp; FPRL_LST)</td>
<td>(1,000.00)</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget consumption</td>
<td>3,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>C2. Invoice (F-560)</td>
<td>3,000.00</td>
<td>1,000.00</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>Budget consumption</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>ACTIVITIES/TRANSACTIONS</th>
<th>COMMITMENT</th>
<th>ACTUALS</th>
<th>TOTAL BUDGET CONSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FC Balance</td>
<td>DP Request</td>
<td>DP Payment</td>
</tr>
<tr>
<td>Approved funds commitment</td>
<td>50,000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>C1a. Down payment request (F-47)</td>
<td>(20,000.00)</td>
<td>20,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>30,000.00</td>
<td>-</td>
<td>20,000.00</td>
</tr>
<tr>
<td>C1b. Disbursement of down payment (F110 &amp; FPRL_LST)</td>
<td>(20,000.00)</td>
<td>20,000.00</td>
<td>-</td>
</tr>
<tr>
<td>C2. Budget consumption</td>
<td>30,000.00</td>
<td>-</td>
<td>20,000.00</td>
</tr>
<tr>
<td>C2. Invoice (FV68)</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>26,000.00</td>
<td>-</td>
<td>20,000.00</td>
</tr>
<tr>
<td>C2. Manual down payment clearing (F-54)</td>
<td>4,000.00</td>
<td>(4,000.00)</td>
<td>(4,000.00)</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>30,000.00</td>
<td>-</td>
<td>16,000.00</td>
</tr>
</tbody>
</table>
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
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)

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)
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
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.

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)
8. Select line/lines to be cleared.

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 only from the posting to 3510XXXX).

---

**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.
<table>
<thead>
<tr>
<th>ACTIVITIES/TRANSACTIONS</th>
<th>COMMITMENT</th>
<th>ACTUALS</th>
<th>TOTAL BUDGET CONSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO or FC Balance</td>
<td>DP Request</td>
<td>DP Payment</td>
</tr>
<tr>
<td>Approved PO or FC</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>D1. Down payment request without a PO or FC (F-47)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>D2. Clearing of down payment not linked to a PO or FC (F-54)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Invoice (FV60)</td>
<td>-</td>
<td>-</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Budget consumption</td>
<td>-</td>
<td>-</td>
<td>100,000.00</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Type of down payment</th>
<th>BP Group</th>
<th>Account Group</th>
<th>AP SPGL indicator</th>
<th>Normal Recon G/L Acct</th>
<th>SPGL G/L Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit</td>
<td>Z10</td>
<td>Commercial Vendor</td>
<td>H</td>
<td>35101510</td>
<td>19801010</td>
</tr>
<tr>
<td></td>
<td>Z11</td>
<td>Member State</td>
<td></td>
<td>35201010</td>
<td>19801010</td>
</tr>
<tr>
<td></td>
<td>Z12</td>
<td>Non Member State</td>
<td></td>
<td>35201110</td>
<td>19801010</td>
</tr>
<tr>
<td></td>
<td>Z13</td>
<td>Government and Local Authority</td>
<td></td>
<td>35301210</td>
<td>19801010</td>
</tr>
<tr>
<td></td>
<td>Z14</td>
<td>UN Agency Fund Programme</td>
<td></td>
<td>35501510</td>
<td>19801010</td>
</tr>
<tr>
<td></td>
<td>Z15</td>
<td>Intergovernment and NGO</td>
<td></td>
<td>35501410</td>
<td>19801010</td>
</tr>
<tr>
<td>Advance to Implement Partner</td>
<td>2013</td>
<td>Government and Local Authority</td>
<td>Y</td>
<td>35101210</td>
<td>18301210</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>UN Agency Fund Programme</td>
<td></td>
<td>35101310</td>
<td>18301310</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Intergovernment and NGO</td>
<td></td>
<td>35101410</td>
<td>18301410</td>
</tr>
<tr>
<td>Commercial Downpayment</td>
<td>2010</td>
<td>Commercial Vendor</td>
<td>A,F</td>
<td>35501510</td>
<td>19101510</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>Government and Local Authority</td>
<td></td>
<td>35501210</td>
<td>19101210</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>UN Agency Fund Programme</td>
<td></td>
<td>35501310</td>
<td>19101310</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Intergovernment and NGO</td>
<td></td>
<td>35501410</td>
<td>19101410</td>
</tr>
<tr>
<td>Retention</td>
<td>2010</td>
<td>Commercial Vendor</td>
<td>R</td>
<td>35101510</td>
<td>15111510</td>
</tr>
<tr>
<td>Advance Salary</td>
<td>2020</td>
<td>Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees</td>
<td>S</td>
<td>35501610</td>
<td>19101610</td>
</tr>
<tr>
<td></td>
<td>2021</td>
<td>Non-staff Military and Police</td>
<td></td>
<td>35501710</td>
<td>19101710</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>Non Staff with Index</td>
<td></td>
<td>35501810</td>
<td>19101810</td>
</tr>
<tr>
<td>Loan Receivable</td>
<td>2014</td>
<td>UN Agency Fund Programme</td>
<td>X</td>
<td>35501310</td>
<td>16501310</td>
</tr>
<tr>
<td>Advance Travel</td>
<td>2016</td>
<td>Non Staff with Index</td>
<td>T</td>
<td>35501810</td>
<td>19109010</td>
</tr>
<tr>
<td></td>
<td>2020</td>
<td>Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees</td>
<td></td>
<td>35501610</td>
<td>1910610</td>
</tr>
<tr>
<td></td>
<td>2021</td>
<td>Non-staff Military and Police</td>
<td></td>
<td>35501710</td>
<td>1910710</td>
</tr>
<tr>
<td>Cash Advance for Cash Payments</td>
<td>2016</td>
<td>Non Staff with Index</td>
<td>K</td>
<td>35501810</td>
<td>1910810</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>Commercial Vendor non-UNGM</td>
<td></td>
<td>35501510</td>
<td>19102010</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>Commercial Vendor</td>
<td></td>
<td>35501510</td>
<td>19101510</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>UN Agency Fund Programme</td>
<td></td>
<td>35501310</td>
<td>19101310</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>Government and Local Authority</td>
<td></td>
<td>35501210</td>
<td>19101210</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>STEP</th>
<th>Action</th>
<th>Doc starts with</th>
<th>Doc type</th>
<th>SPGL</th>
<th>Dr/Cr</th>
<th>GL name</th>
<th>Payment Block</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Downpayment request</td>
<td>F-47</td>
<td>Noted item</td>
<td>35XX...</td>
<td>KA</td>
<td>A Credit</td>
<td>19100000 Vendor BP (Adv Vendor etc)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Downpayment (PO)</td>
<td>F110 &amp; PPR_LIST</td>
<td>Normal item</td>
<td>33XX...</td>
<td>KZ</td>
<td>A Debit</td>
<td>19100000 Vendor BP (Adv Vendor etc)</td>
<td>A* 1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Goods Receipt/SES</td>
<td>ML81N &amp; MIGO</td>
<td>Normal item</td>
<td>82XX...</td>
<td>WE</td>
<td>Debit</td>
<td>70000000 Expense etc</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>DP clearing automatically generated</td>
<td>Normal item</td>
<td>35XX...</td>
<td>KA</td>
<td>A Debit</td>
<td>35100000 Vendor BP (AP Vendor etc)</td>
<td>G** 1,000.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Invoice Receipt</td>
<td>MIR7</td>
<td>Normal item</td>
<td>51XX...</td>
<td>RE</td>
<td>Debit</td>
<td>35401010 GR/IR</td>
<td>1,500.00</td>
</tr>
<tr>
<td>5</td>
<td>AP User removes payment block G on KA doc using t-code FB02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 payment method and payment terms 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).

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 payment method and payment terms 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.

<table>
<thead>
<tr>
<th>STEP</th>
<th>Action</th>
<th>T-code</th>
<th>Doc starts with</th>
<th>Doc type</th>
<th>SPGL</th>
<th>DR/CR</th>
<th>GL</th>
<th>GL name</th>
<th>Payment Block</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Downpayment request</td>
<td>F-47</td>
<td>Noted item</td>
<td>35XX...</td>
<td>KA</td>
<td>A</td>
<td>Credit</td>
<td>191000XX Vendor BP (Adv Vendor etc)</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Downpayment (PO)</td>
<td>F110 &amp; FPRL_LIST</td>
<td>Normal item</td>
<td>33XX...</td>
<td>KZ</td>
<td>A</td>
<td>Debit</td>
<td>191000XX Vendor BP (Adv Vendor etc)</td>
<td>A*</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit</td>
<td>1X0000XX Bank EFT/Chq out</td>
<td></td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>3</td>
<td>Goods Receipt/SES</td>
<td>MLB1N &amp; MIGO</td>
<td>Normal item</td>
<td>82XX...</td>
<td>WE</td>
<td>Debit</td>
<td>7X0000XX Expense etc</td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit</td>
<td>35401010 GR/IR</td>
<td></td>
<td>(1,500.00)</td>
</tr>
<tr>
<td>4</td>
<td>Clear downpayment on PO</td>
<td>F-54</td>
<td>Normal item</td>
<td>30XX...</td>
<td>KA</td>
<td>A</td>
<td>Debit</td>
<td>351000XX Vendor BP (AP.. Vendor etc)</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit</td>
<td>1910XX Vendor BP (Adv Vendor etc)</td>
<td>A*</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>5</td>
<td>Invoice Receipt</td>
<td>MIR7</td>
<td>Normal item</td>
<td>51XX...</td>
<td>RE</td>
<td>Debit</td>
<td>35401010 GR/IR</td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit</td>
<td>351000XX Vendor BP (AP.. Vendor etc)</td>
<td></td>
<td>(1,500.00)</td>
</tr>
</tbody>
</table>

AP User needs to edit the lines to be netted off (using F802), and a payment method, due date etc. The postings against GL 3510XXXX ONLY, so the Net payment can be made. Failure to do so can result in overpayment.

7 Payment for net amount | F110 & FPRL_LIST | Normal item | 33XX... | KZ | Debit | 351000XX Vendor BP (AP.. Vendor etc) | 1,500.00 |
|      |        |        |                 |          |     |       | Credit | 351000XX Vendor BP (AP.. Vendor etc) |        | (1,000.00) |
|      |        |        |                 |          |     |       | Credit | 1X0000XX 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.
ANNEX C: Posting schema down payments made on a Fund Commitment

1. With automatic FC clearing- Invoice

<table>
<thead>
<tr>
<th>STEP</th>
<th>Action</th>
<th>T-code</th>
<th>Doc starts with</th>
<th>Doc type</th>
<th>SPGL</th>
<th>Dr/Cr</th>
<th>GL</th>
<th>GL name</th>
<th>Payment Block</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Downpayment request</td>
<td>F-47</td>
<td>Noted item</td>
<td>35XX</td>
<td>KA</td>
<td>A</td>
<td>Credit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Downpayment (PO)</td>
<td>F110 &amp; FPR1 LIST</td>
<td>Normal item</td>
<td>33XX</td>
<td>KZ</td>
<td>A</td>
<td>Debit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>Credit 1X000000 Bank EFT/Chq out</td>
<td>A*</td>
<td>1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>AP Invoice</td>
<td>FV60</td>
<td>Normal item</td>
<td>51XX</td>
<td>KE/KH</td>
<td></td>
<td>Debit 7X000000 Expense etc</td>
<td>Credit 35100000 Vendor BP (Adv Vendor etc)</td>
<td>(1,500.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DP Clearing automatically generated</td>
<td>Normal item</td>
<td>35XX</td>
<td>KA</td>
<td>A</td>
<td>Debit 35100000 Vendor BP (Adv Vendor etc)</td>
<td>Credit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>A*</td>
<td>1,000.00</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>4</td>
<td>Clear downpayment on FC</td>
<td>F-54</td>
<td>Normal item</td>
<td>35XX</td>
<td>KA</td>
<td>A</td>
<td>Debit 35100000 Vendor BP (Adv Vendor etc)</td>
<td>Credit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>A*</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 35100000 ONLY, so the Net payment can be made. Failure to do so can result in overpayment.

A* Payment Block A (Blocked for Payment) is added automatically at step 2 (payment) and step 3 when the invoice is posted, DON'T REMOVE.

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>Action</th>
<th>T-code</th>
<th>Doc starts with</th>
<th>Doc type</th>
<th>SPGL</th>
<th>Dr/Cr</th>
<th>GL</th>
<th>GL name</th>
<th>Payment Block</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Downpayment request</td>
<td>F-47</td>
<td>Noted item</td>
<td>35XX</td>
<td>KA</td>
<td>A</td>
<td>Credit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Downpayment (PO)</td>
<td>F110 &amp; FPR1 LIST</td>
<td>Normal item</td>
<td>33XX</td>
<td>KZ</td>
<td>A</td>
<td>Debit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>Credit 1X000000 Bank EFT/Chq out</td>
<td>A*</td>
<td>1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>AP Invoice</td>
<td>FV60</td>
<td>Normal item</td>
<td>51XX</td>
<td>KE/KH</td>
<td></td>
<td>Debit 7X000000 Expense etc</td>
<td>Credit 35100000 Vendor BP (Adv Vendor etc)</td>
<td>(1,500.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clear downpayment on PO</td>
<td>F-54</td>
<td>Normal item</td>
<td>35XX</td>
<td>KA</td>
<td>A</td>
<td>Debit 35100000 Vendor BP (Adv Vendor etc)</td>
<td>Credit 19100000 Vendor BP (Adv Vendor etc)</td>
<td>A*</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 35100000 ONLY, so the Net payment can be made. Failure to do so can result in overpayment.

A* Payment Block A (Blocked for Payment) is added automatically at step 2 (payment) and step 3 when the invoice is posted, DON'T REMOVE.
ANNEX D: Posting schema down payments made without a commitment

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>Action</th>
<th>T-code</th>
<th>Doc starts with</th>
<th>Doc type</th>
<th>SPGL</th>
<th>Dr/Cr</th>
<th>GL</th>
<th>GL name</th>
<th>Payment Block</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Downpayment request</td>
<td>F-47</td>
<td>Noted item</td>
<td>35XX...</td>
<td>KA</td>
<td>K</td>
<td>Credit</td>
<td>1910XXXX</td>
<td>Vendor BP (Adv Vendor etc)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Downpayment (PO)</td>
<td>F110 &amp;</td>
<td>Normal item</td>
<td>33XX...</td>
<td>KZ</td>
<td>A</td>
<td>Debit</td>
<td>1910XXXX</td>
<td>Vendor BP (Adv Vendor etc) A*</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>FPRL_LIST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1X0XXXX</td>
<td>Bank EFT/Chq out</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Payment Doc**</td>
<td>i.e. FV69**</td>
<td>Normal item</td>
<td>51XX...</td>
<td>KI/KA/KE ** etc..</td>
<td>Debit</td>
<td>7X0XXXXXX ** Expense etc**</td>
<td>1,500.00</td>
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<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3510XXXX</td>
<td>Vendor BP (AP... Vendor etc)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Clear downpayment on PO</td>
<td>F-54</td>
<td>Normal item</td>
<td>35XX...</td>
<td>KA</td>
<td>A</td>
<td>Debit</td>
<td>3510XXXX</td>
<td>Vendor BP (AP... Vendor etc) A*</td>
<td>1,000.00</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1910XXXX</td>
<td>Vendor BP (Adv Vendor etc)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY, so the Net payment can be made. Failure to do so can result in overpayment.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Payment for net amount</td>
<td>F110 &amp;</td>
<td>Normal item</td>
<td>33XX...</td>
<td>KZ</td>
<td>A</td>
<td>Debit</td>
<td>3510XXXX</td>
<td>Vendor BP (AP... Vendor etc)</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>FPRL_LIST</td>
<td></td>
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<td></td>
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<td></td>
<td>3510XXXX</td>
<td>Vendor BP (AP... Vendor etc)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1X0XXXX</td>
<td>Bank EFT/Chq out</td>
<td></td>
</tr>
</tbody>
</table>

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.

** The payment could also be related to a PO (the downpayment was not linked). In which case line would be a MIR7, (Debit to GR/IR and RE Doc type)