



## Project – JBVNL Vendor Advance Clearing End User Manual - FICO



### 1. FBL1N- Vendor Line Item Display

**Vendor Line Item Display**

Data Sources

**Vendor selection**

Vendor account: 1000057 to [ ]

Company code: 1000 to [ ]

**Selection using search help**

Search help ID: [ ]

Search string: [ ]

Search help

**Line item selection**

**Status**

Open items

Open at key date: 20.03.2016

Cleared items

Clearing date: [ ] to [ ]

Open at key date: [ ]

All items

Posting date: [ ] to [ ]

**Type**

Normal items

Special G/L transactions

Noted items

The following are the input criteria for extracting the Vendor line item display

**Vendor Selection:** Under this section

- Vendor Account: Input the Vendor Number in this field
- Company Code: Input the Company code

**Line Item Selection:** Under Line item section

- Open Items: Upon selecting this radio button system will displays the Open items information (which is due for payment)
- Cleared Items: Upon selecting this radio button system will display the cleared items information (which are paid)
- All Items: Upon selecting this radio button system will display both Open item and Cleared items information

**Type:** Under this section

**Normal Items:** Set the check box where system will display the invoice items(normal items)

**Special G/L transactions:** Set the check box where system will display the information related to down payment etc.



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### 2. Vendor Open item Display

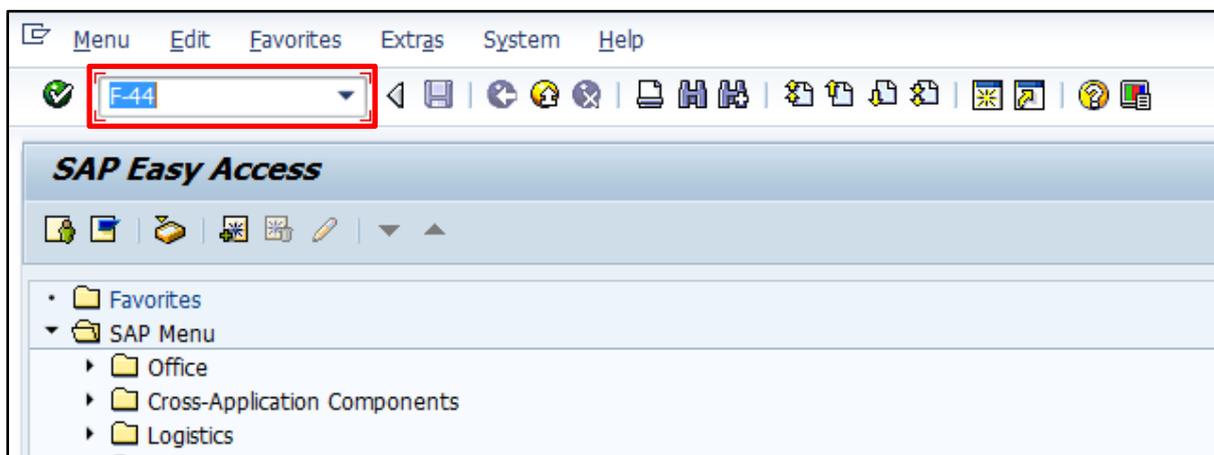
**Vendor Line Item Display**

Vendor: 1000057  
Company Code: 1000  
Name: reliance  
City: delhi

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text	
	20160309	1000001082	KR	09.03.2016			110.00-	INR			
	20160312	1000001087	KR	12.03.2016			100,000.00-	INR		Asset capitalization	
	20160313	2200000223	AZ	13.03.2016	A		1,000.00-	INR			
	20160313	2200000224	AZ	13.03.2016	A		2,000.00-	INR		EMP VEN RCPT	
	20160320	1000001114	KR	20.03.2016			10,000.00-	INR		Vendor Invoice posting	
	20160320	1100000602	KZ	20.03.2016	A		10,000.00	INR		Vendor Advance Payment	
*							445,960.00-	INR			
**	Account 1000057						445,960.00-	INR			

- Vendor Down(Advance) payment status will reflect with **Red color**
- Vendor Down (Advance) payment will be displayed with “Spl GL Indicator A”

### 3. F-44 – Vendor Down(Advance Clearing)



- Input **F-44** in **Transaction box** and press **Enter** key



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### 4. Clearing Vendor Header Data

#### Clear Vendor: Header Data

Process Open Items

Account	1000057	Clearing Date	20.03.2016	Period	12
Company Code	1000	Currency	INR		

Open Item Selection

Special G/L Ind    Standard OIs

Additional Selections

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

The following are the Input fields under the Vendor Clearing Document data

- **Account:** Input the Vendor Number in this field
- **Company Code:** Input the Company code information in this field
- **Clearing Date:** Input the transaction date in the Clearing date field
- **Currency:** Input the Currency INR in the Currency field
- **Special GL Ind:** Input the Special GL Indicator “A” in this field and select “**Process Open item**” button



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Document Edit Goto Settings Environment System Help

**Clear Vendor Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Document...	Posting Date	P..	T..	Purchasing...	Reference	INR Gross	Partially Paid Amt	CashDiscount	CDPer.	S...
1000001087	12.03.2016	31			ASSET1	100,000.00-	0.00			
1000001114	20.03.2016	31			20032016	10,000.00-	0.00			
2200000223	13.03.2016	39				1,000.00-	0.00			
2200000224	13.03.2016	39				2,000.00-	0.00			
1100000602	20.03.2016	29			20032016	10,000.00	0.00			

Processing Status

Number of items	32	Amount entered	0.00
Display from item	28	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

- Select All items Icon and select Deactivate items tab
- Double Click on the line items(Debit and Credit) which will get activated(turns in to Blue colour)
- Select Document option in Menu, choose Simulate option.



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### 5. Simulation of Transaction before posting:

**Clear Vendor Display Overview**

Display Currency Taxes Reset

Document Date: 20.03.2016 Type: AB Company Code: 1000  
 Posting Date: 20.03.2016 Period: 12 Currency: INR  
 Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 20.03.2016  
 Reference:   
 Doc.Header Text: Trading Part.BA:   
 Items in document currency

PK	BusA Acct	INR	Amount	Tax amnt
001 27	0001000057 reliance		10,000.00	
002 39A	0001000057 reliance		10,000.00-	

D 10,000.00 C 10,000.00 0.00 \* 2 Line items

**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

- Check the entries, if the entries are correct, click to Post Button
- If the entries are not okay, then go to Main screen and take required action to correct it.

### 6. Document Posting

Document 100000478 was posted in company code 1000

- Document is posted, An information will be populated at the bottom of the screen

### 7. Document Display View

**Display Document: Data Entry View**

Display Currency General Ledger View

Data Entry View

Document Number: 100000478 Company Code: 1000 Fiscal Year: 2015  
 Document Date: 20.03.2016 Posting Date: 20.03.2016 Period: 12  
 Reference: Cross-Comp.No.:   
 Currency: INR Texts exist:  Ledger Group:   
 C. Itm PK SGL Ind. Account Description Amount Curr. Tx Profit Center Cost Center Order Commitment Item  
 10... 1 27 1000057 reliance 10,000.00 INR DUMMY  
 2 39 A 1000057 reliance 10,000.00- INR DUMMY



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We can view the transaction in two ways:

- Display Document: From Menu bar select **Document** option it will display the options **Change, Display, Post** and **Save as completed**. Choose **Display** option. Document successfully got posted will get displayed
- Input **FB03** in Transaction box and system will take us to Document Display screen. Input the Document number and Press Enter key. Document posted will get displayed.

### 8. FBL1N- Vendor Line Item Display

**Vendor Line Item Display**

Vendor selection  
 Vendor account: 1000057 to  
 Company code: 1000 to

Selection using search help  
 Search help ID:  
 Search string:  
 Search help

Line item selection  
 Status  
 Open items  
 Open at key date: 20.03.2016  
 Cleared items  
 Clearing date: to  
 All items  
 Posting date: to

Type  
 Normal items  
 Special G/L transactions  
 Noted items

- Select **Cleared Items** radio button and click on **Execute** button. System will display the Line items which are cleared and status will be displayed in **Green color**

**Vendor Line Item Display**

Vendor: 1000057  
 Company Code: 1000  
 Name: reliance  
 City: delhi

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	20160320	100000478	AB	20.03.2016			10,000.00	INR	100000478	
	20160320	100000478	AB	20.03.2016	A		10,000.00-	INR	100000478	
	20160320	1000001114	KR	20.03.2016			10,000.00-	INR	100000478	Vendor Invoice posting
	20160320	1100000602	KZ	20.03.2016	A		10,000.00	INR	100000478	Vendor Advance Payment
	20160309	1000001080	KR	09.03.2016			110.00-	INR	1000001081	

## Manual End