

ESSAR Projects (India) Limited Project Navodaya – *User Manual*

FICO-Down Payment Request against PO

Revision History

Version Number	Brief description of change	Affected Section(s)	Effective Date	Prepared By	Reviewed By
1.0	Initial release	Finance	08/07/2010	Ragothma Rao	

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1. Overview

Business Process Description Overview

All down payments will be made only with reference to a down payment request. The down payment requests against a purchase order will be made using the transaction code ME2DP. The down payment request value cannot exceed the amount or percentage mentioned in the purchase order. If the goods receipt has been posted for the PO then the dpr will be raised using the transaction code – ZDPR.

Input - Required Fields	Comments
Document Date	Date of the down payment
Document Type	Defaults to KA for Step 2 & DP for Step 3
Company Code	Use the proper company code for this vendor
Posting Date	Defaults to the system date
Currency	Enter Currency type
Special G/L Indicator	Indicates the alternative reconciliation account to be used
Vendor Account	Vendor's account number
Amount	The amount of the down payment

Output - Results	Comments
A down payment request is generated and its document number is displayed	

2. DPR creation against PO before Goods Receipt is posted

✓ Access the transaction by:

Via Menus	Logistics → Materials Management → Purchasing → Purchase Order → Reporting → Down Payment Monitoring for PO
Via Transaction Code	ME2DP

Enter the Purchase Order number or the vendor and click on execute 

Down-Payment Monitoring for PO

PO Data

Purchasing Document	1200000110	to		↔
Vendor		to		↔
Purchasing Doc. Type		to		↔
Purch. Organization		to		↔
Purchasing Group		to		↔
Document Date		to		↔

Delimitation for Down Payment Request

Down Payment Categories	M	to	V	↔
Down Payment Due Date	08.06.2010	to	07.08.2010	

Double click on the line item or select the line item and click on Details button

Down-Payment Monitoring for PO

Down Paym Item	POH Down Payment	DP %	DownPayAmt	DP Due Dte	Total DPs	Total DPRs	Crcy Type	POrg	PGr	Material	Matl Group	A Plant	S Loc	Quantity	OU	Quantity	SKU	Net price	To be Inv.	Still	
Company Code 7000		***	170,000.00		***	0.00	***	0.00	INR												
Vendor (supplying plant 100007 SIT Test Vendor)		**	170,000.00		**	0.00	**	0.00	INR												
Purchasing Document 1200000110		*	170,000.00		*	0.00	*	0.00	INR												
10	M - Mandatory Down Payment	1.00	170,000.00	31.07.2010	0.00	0.00	0.00	0.00	INR	ZDOP	EGPO	E01							0.00		

Click on enter

Down Payment Based on Purchase Orders

Purchase Order Input Data

Pur. Order	1200000110
PO Item	
Acc. Assignment Current No.	

Transfer tax on sales/purchases code from PO

Execution

Down payment request
 Down pmnt

Enter the down payment request amount in this field and click enter

Down Payment Request

PO Header

Pur. Order	1200000110	Company Code	7000	Down Payment Due Date	31.07.2010
Vendor	100007	Currency	INR	Down Payment Amt	170,000.00

Proc. Down Paymnt Item SAA Short Text Quantity OUn Distrib. Net Value Tx DP Due Dte ΣDwnPayAmt Cost Ctr Order Asset SN

TAXINN		10		Cement OPC 43	10,000	TO	0.0	17,000,000.00	V0	31.07.2010	1000 00					
											-	0.00				

Enter the details as below and click on New item

Down Payment Request: Header Data

New item

Document Date	08.07.2010	Type	KA	Company Code	7000
Posting Date	08.07.2010	Period	4	Currency/Rate	INR
Document Number		Translatn Date			
Reference	dpr	Branch number			
Doc.Header Text	dpr	Number of Pages			
Trading Part.BA		Tax Report Date			

Vendor

Account	0000100007
Trg.sp.G/L ind.	

Enter the Business Place/Section Code

Down Payment Request Add Vendor item

More data New item Withholding tax

Vendor 100007 SIT Test Vendor G/L Acc 99000006
 Company Code 7000 Car Street, 123
 Essar Projects India Ltd. Mumbai

Item 1 / Down payment request / 39 F

Amount	1,000.00	INR
Bus. Area		Bus./sectn 1011 1011
Due on	31.07.2010	
Purch.Doc.	1200000110 00010	
Text	Down Payment against Purchase Order	

Click on Save or Ctrl+S to post the document

Down Payment Request Display Overview

New item Display Currency

Document Date: 08.07.2010 Type: KA Company Code: 7000
 Posting Date: 08.07.2010 Period: 4 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2010 Translatn Date: 08.07.2010
 Ledger Grp: Reference: DPR Cross-CC no.:
 Doc.Header Text: dpr Trading Part.BA:
 Branch number: Number of Pages:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	39F	0000100007	SIT Test Vendor	1,000.00-	

D 0.00 C 1,000.00 1,000.00- * 1 Line items

Document will be posted as below

Down Payment Request

PO Header

Pur. Order	1200000110	Company Code	7000	Down Payment Due Date	31.07.2010
Vendor	100007	Currency	INR	Down Payment Amt	170,000.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPayAmt	Cost Ctr	Order	Asset	SN	
TAXINN		10		Cement OPC 43	10,000	TO	0.0	17,000,000.00	V0	31.07.2010	1,000.00					
											0.00					

✓ Document 2000000133 was posted in company code 7000

Go to ME23N and enter the Purchase Order Number.
The DPR posted is updated in the Purchase Order History tab in the item level.

3. DPR creation against PO after Goods Receipt is posted

✓ Access the transaction by:

Via Transaction Code	ZDPR
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You can see that the document type DP is defaulted by the system. Enter the details as below

Vendor Down Payment Request: Header Data

New item

Document Date	08.07.2010	Type	DP	Company Code	7000
Posting Date	08.07.2010	Period	4	Currency/Rate	INR
Reference	adhoc dpr				
Doc.Header Text	adhoc dpr test				

Vendor	
Account	100007
Trg.sp.G/L ind.	A

Vendor Down Payment Request Correct Vendor item

More data
 [New item](#)
 Withholding tax

Vendor	100007	SIT Test Vendor	G/L Acc	99000006
Company Code	7000	Car Street, 123		
Essar Projects India Ltd.		Mumbai		

Item 1 / Down payment request / 39 F				
Amount	500.00	INR		
<input type="checkbox"/> Calculate tax		Bus./sectn	1011	1011
Bus. Area				
Due on	31.07.2010			
Pmnt Block	<input type="checkbox"/>	Pmnt Method		
Discount %		Disc. Amount		
Purch.Doc.	1200000110	10		
Contract		Profit Ctr	99010001	
		WBS Element		
Assignment		Sales Doc.		
Text	adhoc dpr test			

Click on Save or Ctrl+S to post the document

Document 2100000008 was posted in company code 7000

Go to ME23N and enter the Purchase Order Number.
The DPR posted is updated in the Purchase Order History tab in the item level.

Last changed on:	Last changed by:	Version: 1.0	Page:
8/5/2010	Ragothma Rao		9

Item: [10] 200000005, Cement OPC 43

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Basic List

Sh...	MVT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OU	Σ	Amount in LC	L. cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Or...	Σ
AAf		2100000008	1	08.07.2010		0	0	TO		1,500.00	INR		0	0	TO	
AAf		2000000133	1	08.07.2010		0	0	TO		1,000.00	INR		0	0	TO	
Tr..Ev. Down Payment Req.						0		TO		2,500.00	INR		0		TO	