



ESSAR Projects (India) Limited Project Navodaya – User Manual

FICO-Down Payment Request against PO

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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

 \checkmark Access the transaction by:

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

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

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Down-Payment Monitoring for PO					
⊕					
PO Data					
Purchasing Document	1200000110 🗂	to		➡	
Vendor		to		➡	
Purchasing Doc. Type		to		➡	
Purch. Organization		to		➡	
Purchasing Group		to		Sector 2	
Document Date		to		₽	
Delimitation for Down Payment Request					
Down Payment Categories	Μ	to	٧	➡	
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)																	
	7 🎟 🖽	🖷 🚹 🤽 🛅 🗎	0															
Down Paymt Item POH Down Payment	DP % Σ	DwnPaytAmt DP Due D	te Σ Tot	al DPs	ΣTotal (DPRs	Crcy Type	POrg P	Gr Material	Mati Grou	p A Plant	SLoc	Quantity	OUn Qu	antity SK	J 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											
M - Mandatory Down Payment	1.00	170,000.00 31.07.201	0	0.00		0.00	INR ZDOP	EGPO E	01							0.00		
10 -	0.00	0.00		0.00		0.00	INR ZDOP	EGPO E	01 20000000	5 10010	1011	CS01	10,000	TO 10	1,000 TO	1,700.00	10,000	17,000

Click on enter 🤡

§ • 4	🗏 🗞 🚱 😒 🗅 Hi Hi I	to to to to to to to to
Down Payment Based or	n Purchase Orders	
Purchase Order Input Data		
Pur. Order	<mark>1200000110</mark>	
P0 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 ${}^{m{\&}}$

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PO

D	own Pa	ayment	Req	ues	t									
PC) Header													
F	ur. Order	120	00001	10		Company	Code	76	00	Dov	vn Payment Du	e Date	31.07.2	010
N	'endor	100	007			Currcy		IN	R	Dov	vn Payment Am	nt	170,000	0.00
	3) (2) 7	H		71 🔀 I 🛃	301	⊉ ₄	- III						
	Proc.	Down Payn	it Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Тx	DP Due Dte	∑DwnPaytAmt	Cost Ctr	Order Asset SN
	TAXINN		10		Cement OPC 4	3 10,000	то	0.0	17,000,000.00	V0	31.07.2010	1000,00	~	
												- 0.00	63	

Enter the details as below and click on New item

Down Paym	ent Reque	st: Head	ler Dat	ta	
New item					
Document Date Posting Date Document Number Reference Doc.Header Text Trading Part.BA	08.07.2010 08.07.2010 dpr dpr	Type Period	KA 4	Company Code Currency/Rate Translatn Date Branch number Number of Pages Tax Report Date	7000 INR
Vendor Account Trg.sp.G/L ind.	0000100007				

Enter the Business Place/Section Code

Down Payment Request	t Add Vendor item		
🔏 🗟 🗟 🗈 🎐 More data 🛛 N	lew item 🔣 Withholding tax		
Vendor 100007 SIT Te	est Vendor	G/L Acc 99000006	
Company Code 7000 Car S	treet, 123		
Essar Projects India Ltd. Mumb	pai		Down Payment Request Add Ve 🗙
Item 1 / Down payment request / 39 F			OK-Code
Amount 1,000.00	INR		
🗸 Calculate tax	Bus./sectn 1011 1011		
Bus. Area			
Due on 31.07.2010			
Pmnt Block	Pmt Method		
Discount %	Disc. Amount		
Purch.Doc. 1200000110 00010			
	Profit Ctr		
Contract /	WBS Element		
Assignment	Sales Doc.		
Text Down Payment again	nst Purchase Order	🐶 Long Texts	

Click on Save 📙 or Ctrl+S to post the document

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Down Payn	nent Reque	st Display	/ Oven	/iew	
🕄 New item 🛔	Display Currer	icy			
Document Date Posting Date Document Number Ledger Grp Reference Doc.Header Text	08.07.2010 08.07.2010 INTERNAL DPR dpr	Type Period Fiscal Year	KA 4 2010	Company Code Currency Translatn Date Cross-CC no. Trading Part.BA	7000 INR 08.07.2010
Branch number		Number of Pa	ges		
PK BusA A 001 39F 0	cct 000100007 SIT	Test Vendor		INR Amount 1,000.00-	Tax amnt
<u>D</u> 0.00	<u>C</u> 1,00	90.00		1,000.00- 1	1 Line items

Ξ

Document will be posted as below

Down Paym	ent Reque:	st										
PO Header												
Pur. Order	1200000110	С	ompany (Code	70	00	Dov	wn Payment Du	e Date	31.07.2	010	
Vendor	Vendor 100007		Currcy			INR		wn Payment Am	t	170,00	0.00	
	i s (b) (b)			<u>a</u> _								
Proc. Down	Paymt Item SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Тх	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order	Asset SN
TAXINN	10	Cement OPC 43	10,000	то	0.0	17,000,000.00	V0	31.07.2010	1,000.00			
									= 0.00			

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🗹 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.

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	Header																	-	
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	10	200	000005	Cement C	PC 43		10,000	OTO DE	9.07.201	0 1,7	00.00	INR	1	то	Cement	EP(I)L-Hazira		Central Store	
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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

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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									
2660	鹶 More data	New item	🚺 Withholdin	g tax					
Vendor 1 Company Code 7 Essar Projects Inc Item 1 / Down pa	00007 7000 dia Ltd. syment request	SIT Test Vendo Car Street, 123 Mumbai / 39 F	or 3		G/L Acc	99000006			
Amount Bus. Area Due on	1,500.00 Calculat	INR e tax	Bus./sectn	1011 1011					
Pmnt Block Discount % Purch.Doc.	1200000110 1	10	Pmt Method Disc. Amount						
Contract		1	Profit Ctr WBS Element	99010001					
Assignment Text	adhoc dpr test		Sales Doc.			Long Texts			

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Document 210000008 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.

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Mater	ial Data 🛛 Qu	iantitie	sAVeights	Delivery Schedule	Delivery	Invoice	Yc	onditions	Accour	t Assigr	nment 🖉	Purchase Ord	er History 🏼 🎽	Texts	De	elivery
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Basic Lis	t															
ShMv	T Material Do	Item	Posting Date	Σ Quar	ntity Delivery	cost quantity	OUn	Σ Amoi	unt in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	0r 3	Ε
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AAf	2000000133	1	08.07.2010		0	0	то	1	,000.00	INR		0		0	то	
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