

Post Down Payment Request or Down Payment Based on Purchase Order

FPDP_CREATE

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Overview

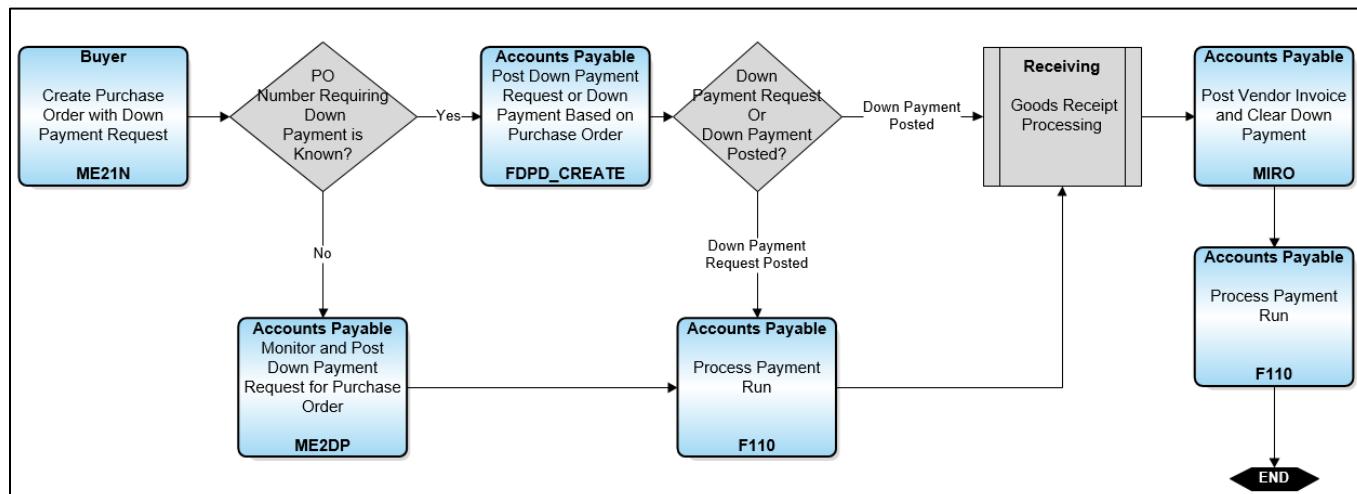
Purpose

Use this procedure to post down payment requests or down payments for purchase orders, when the purchase order number is known.

Business Process Overview

If a down payment is required, the Buyer can request the down payment while creating the purchase order. Down payment requests can be applied against all material line items on the purchase order (**Header Level**) or specific material line items on the purchase order (**Item Level**).

Once the purchase order is created, the Accounts Payable department can create the down payment request and post the down payment. If the purchase order number is known, Accounts Payable can use this transaction to create a down payment request to be included in the payment run or create a down payment when a check has already been cut and sent to the vendor. If the purchase order number is not known, Accounts Payable must use the ME2DP transaction to review a list of purchase orders that require a down payment and create the down payment request.



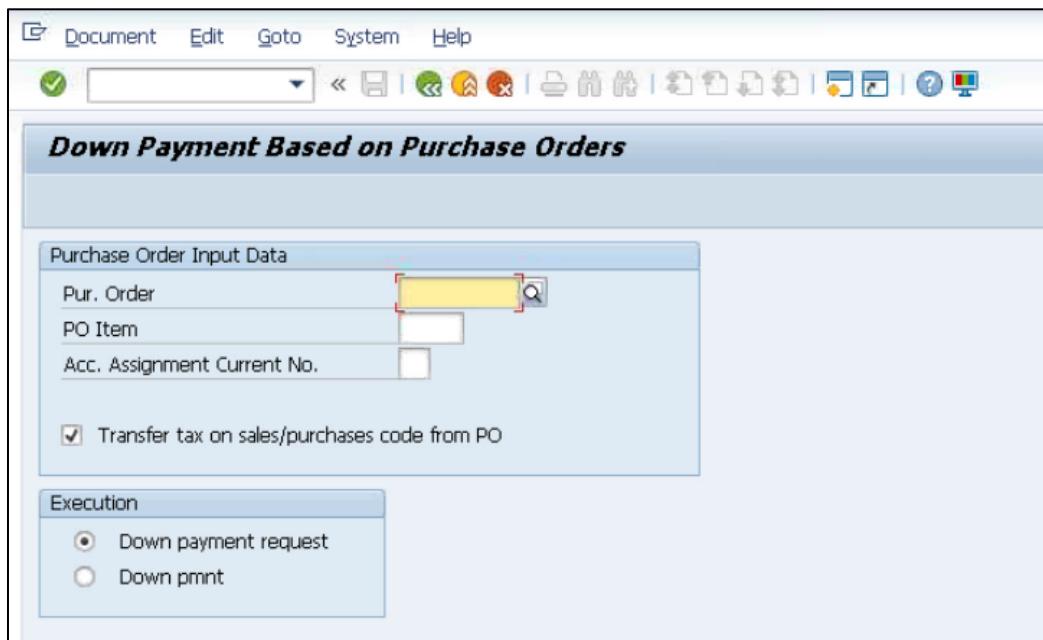
Prerequisite

ME21N – Create Purchase Order with Down Payment Request

Post Down Payment Request

Use this procedure to post a down payment request to be included in the payment run.

1. Type transaction code **FPDP_CREATE** into the **Command** field and click  **(Enter)** to advance to the next screen.

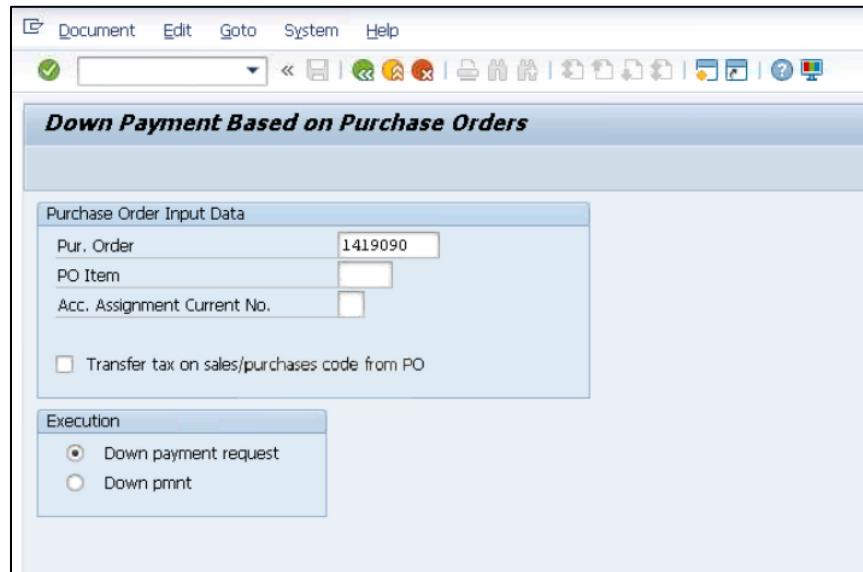


The screenshot shows the SAP Fiori interface for 'Down Payment Based on Purchase Orders'. The 'Pur. Order' field is highlighted with a yellow box. The 'Execution' section contains two radio buttons: 'Down payment request' (selected) and 'Down pmnt'.

2. As applicable, complete the following fields

Down Payment Based on Purchase Order		
Field	Description/Action	Notes
Pur. Order	Type the purchase order number that requires a down payment.	
Transfer tax on sales/purchases code from PO	De-select this checkbox in order to exclude the transfer of the tax code on the sales/purchases from the purchase order.	

3. Ensure the radio button for **Down payment request** is selected.



Purchase Order Input Data

Pur. Order	1419090
PO Item	
Acc. Assignment Current No.	

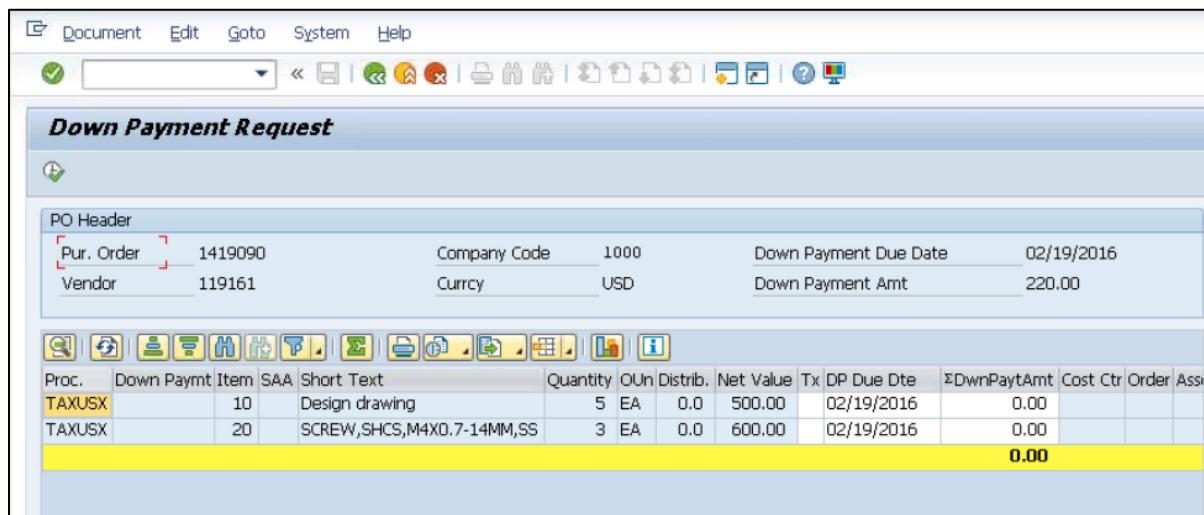
Transfer tax on sales/purchases code from PO

Execution

Down payment request
 Down pmnt

Note: By selecting the **Down payment request** radio button, the system executes transaction *F-47 – Create Down Payment Request* upon enter.

4. Click  (Enter). The *Down Payment Request* screen displays.



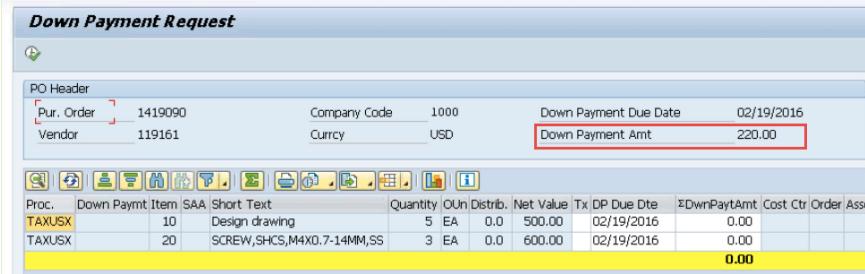
PO Header

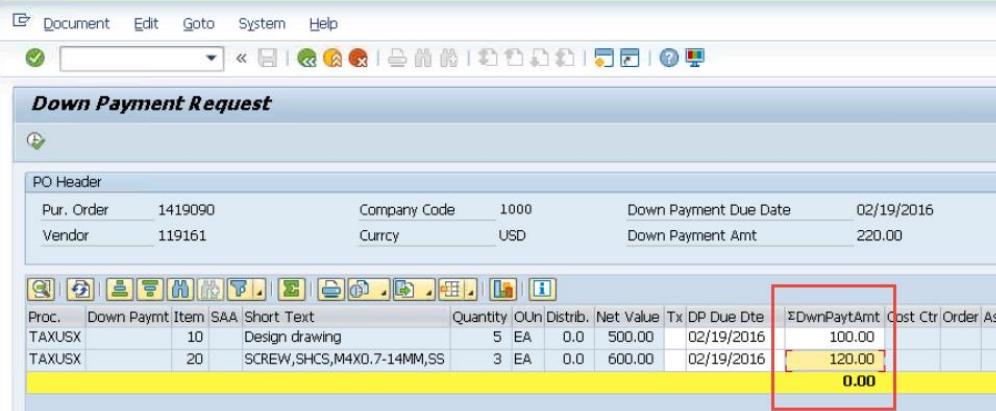
Pur. Order	1419090	Company Code	1000	Down Payment Due Date	02/19/2016
Vendor	119161	Currty	USD	Down Payment Amt	220.00

Item List

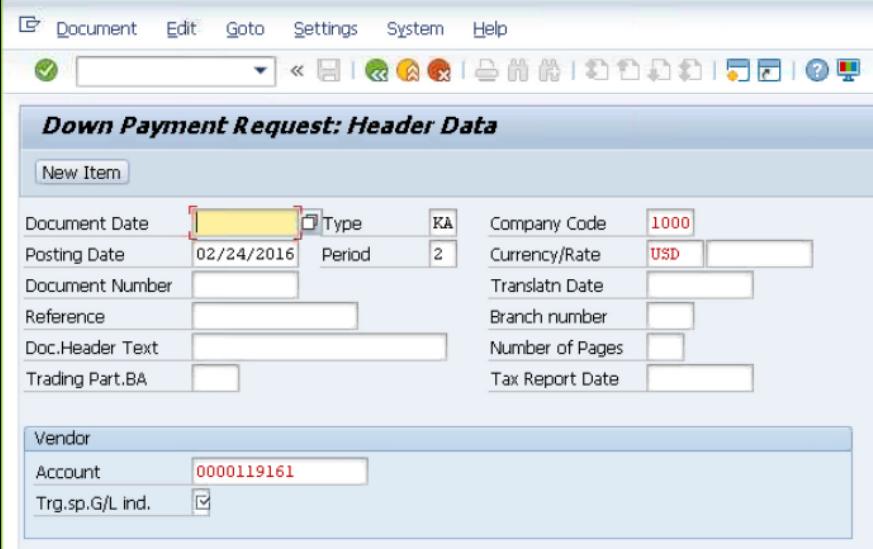
Proc.	Down Paymt Item	SAA	Short Text	Quantity	OU	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order Ass
TAXUSX	10	Design drawing		5	EA	0.0	500.00		02/19/2016	0.00		
TAXUSX	20	SCREW,SHCS,M4X0.7-14MM,SS		3	EA	0.0	600.00		02/19/2016	0.00		
0.00												

5. As applicable, complete the following field:

Down Payment Request		
Field	Description/Action	Notes
DwnPaytAmt	<p>Type the down payment amount for each line item.</p> <p>Note: The requested down payment amount appears in the header area of the screen.</p> 	



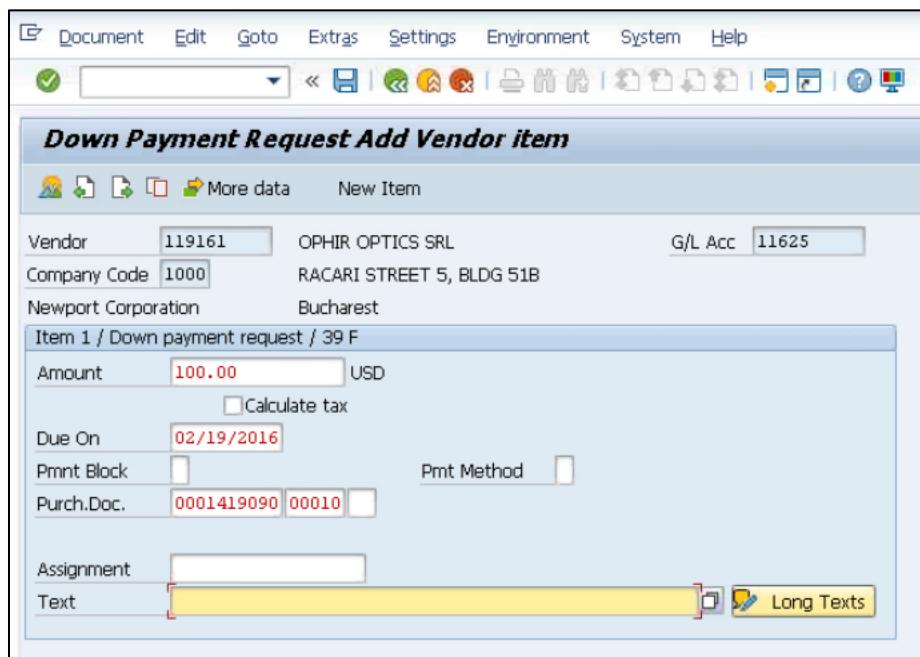
6. Click  (Execute). The *Down Payment Request: Header Data* screen displays.



7. As applicable, complete the following fields:

Down Payment Request: Header Data		
Field	Description/Action	Notes
Document Date	Type the date you receive the down payment request.	
Reference	Type the purchase order number.	
Trg.sp.G/L ind.	The target special G/L indicator indicating the down payment reconciliation account. Type the applicable value or select it from the drop-down list.	A - Down Payments, Current Assets is the only valid value.

8. Click  (Enter). The *Down Payment Request Add Vendor Item* screen displays for the first line item.



The screenshot shows the 'Down Payment Request Add Vendor Item' screen. At the top, there are buttons for Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below that is a toolbar with various icons. The main title is 'Down Payment Request Add Vendor item'. Underneath, there are buttons for Vendor, Company Code, and G/L Acc. The vendor details are listed: Vendor 119161 (OPHIR OPTICS SRL), Company Code 1000 (RACARI STREET 5, BLDG 51B), and G/L Acc 11625. The screen then displays 'Item 1 / Down payment request / 39 F'. It shows an amount of 100.00 USD, a due date of 02/19/2016, and payment method details. At the bottom, there is a text field labeled 'Text' with a 'Long Texts' button.

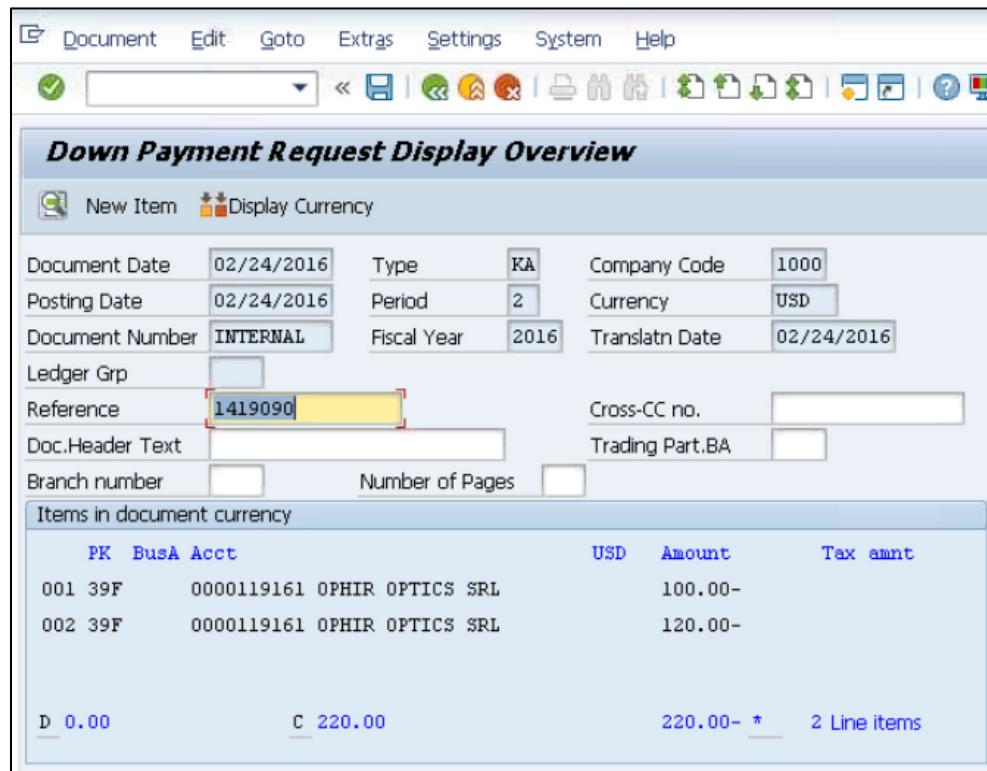
9. As applicable, complete the following fields:

Down Payment Request: Add Vendor Item		
Field	Description/Action	Notes
Payee	Select the vendor payee from the drop-down list.	
Payment Method	Type or select the applicable vendor payment method.	
Text	Free-form text field for additional notes related to the down payment. Typically the purchase order number is entered in this field.	

10. Click  (Enter). If there are additional line items, the *Down Payment Request Add Vendor Item* screen displays for the next line item appears.

11. Repeat **Steps 9 – 10** for each down payment line item.

12. When the entries for all line items is complete, click  (Display Document Overview) to review line items.



Down Payment Request Display Overview

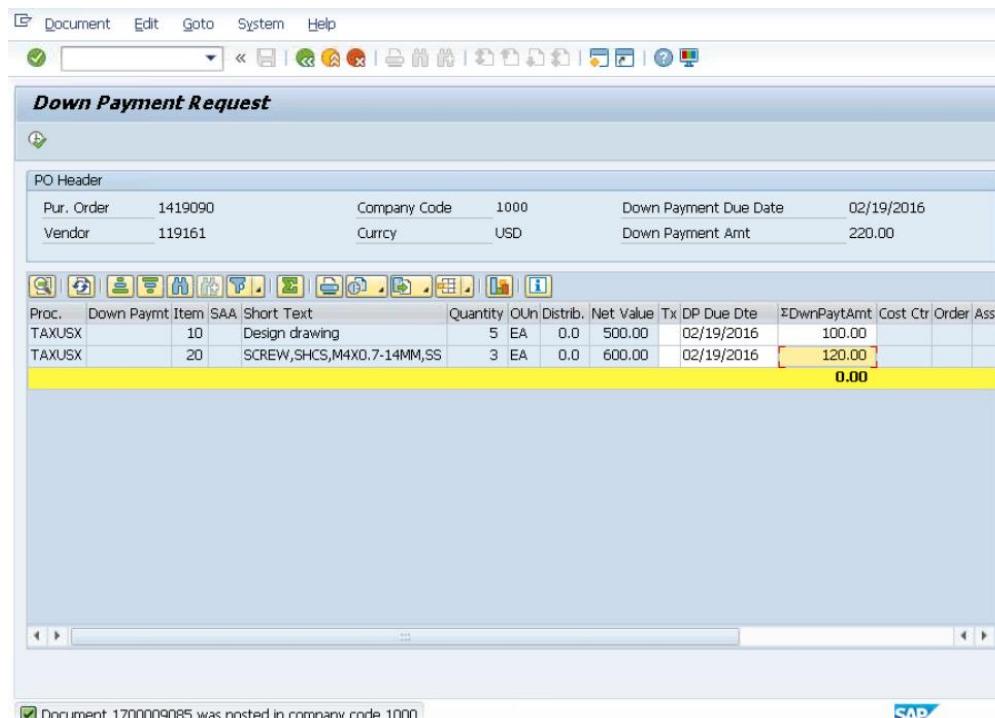
New Item 

Document Date	02/24/2016	Type	KA	Company Code	1000
Posting Date	02/24/2016	Period	2	Currency	USD
Document Number	INTERNAL	Fiscal Year	2016	Translatn Date	02/24/2016
Ledger Grp					
Reference	1419090			Cross-CC no.	
Doc.Header Text				Trading Part.BA	
Branch number		Number of Pages			

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	39F	0000119161 OPHIR OPTICS SRL		100.00-	
002	39F	0000119161 OPHIR OPTICS SRL		120.00-	
			D 0.00	C 220.00	220.00- * 2 Line items

13. Click  (Save). The message “Document XXXXXXX was posted in company code XXXX” displays in the status bar.



Down Payment Request

PO Header

Pur. Order	1419090	Company Code	1000	Down Payment Due Date	02/19/2016
Vendor	119161	Currly	USD	Down Payment Amt	220.00

Items

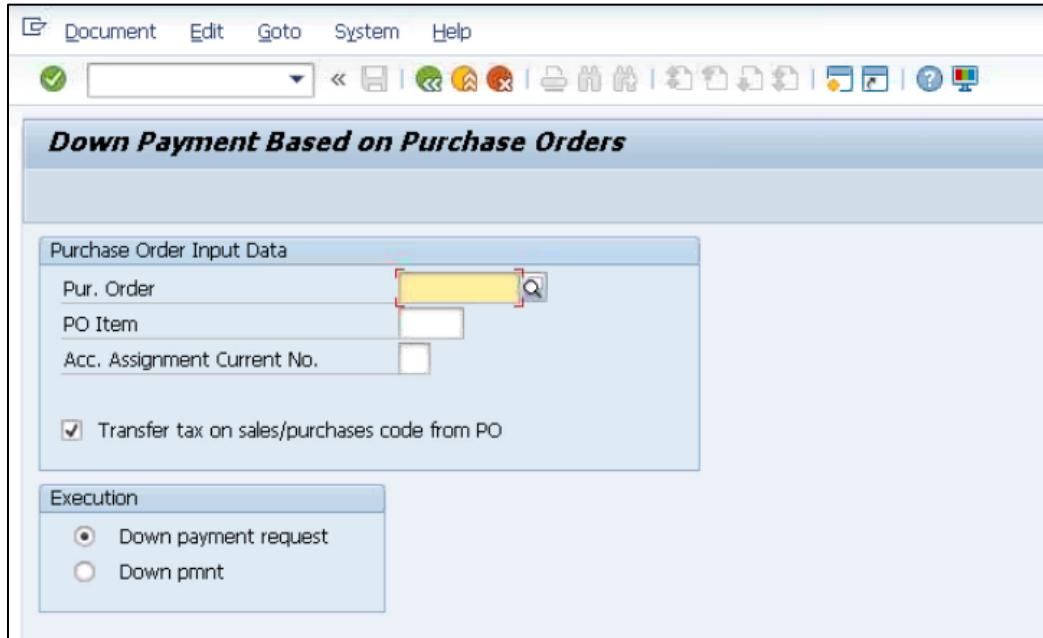
Proc.	Down Paymt	Item S&A	Short Text	Quantity	OU	Distrib.	Net Value	Tx DP Due Dte	DwnPayAmt	Cost Ctr	Order	Ass
TAXUSX	10	Design drawing		5	EA	0.0	500.00	02/19/2016	100.00			
TAXUSX	20	SCREW,SHCS,M4X0.7-14MM,SS		3	EA	0.0	600.00	02/19/2016	120.00			0.00

Document 1700009085 was posted in company code 1000

Post Down Payment

Use this procedure to post the down payment when a check has already been cut and sent to the vendor.

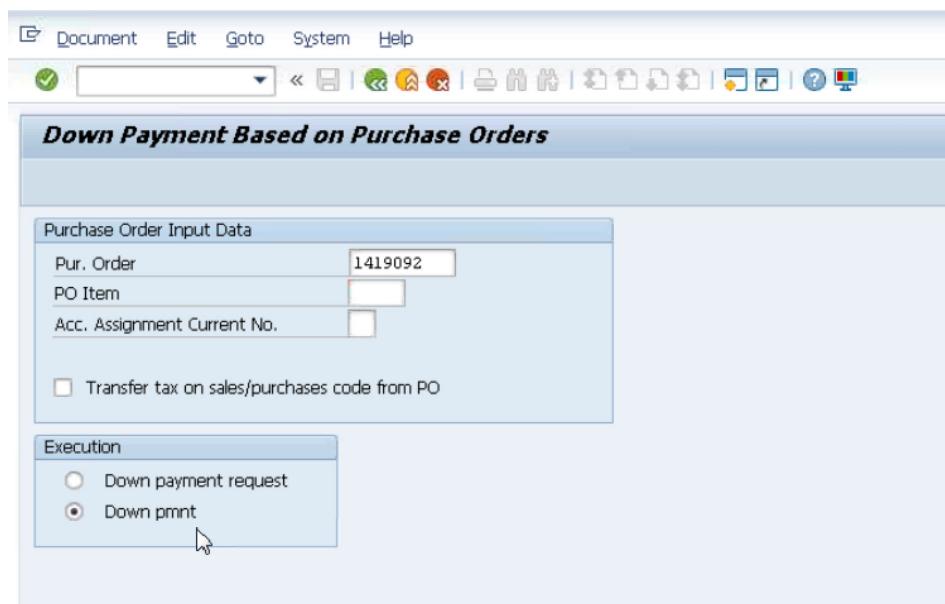
1. Type transaction code **FPDP_CREATE** into the **Command** field and click  (**Enter**) to advance to the next screen.



2. As applicable, complete the following fields

Down Payment Based on Purchase Order		
Field	Description/Action	Notes
Pur. Order	Type the purchase order number that requires a down payment.	
Transfer tax on sales/purchases code from PO	De-select this checkbox in order to exclude the transfer of the tax code on the sales/purchases from the purchase order.	

3. Ensure the radio button for **Down pmnt** is selected.



Purchase Order Input Data

Pur. Order: 1419092

PO Item:

Acc. Assignment Current No.:

Transfer tax on sales/purchases code from PO

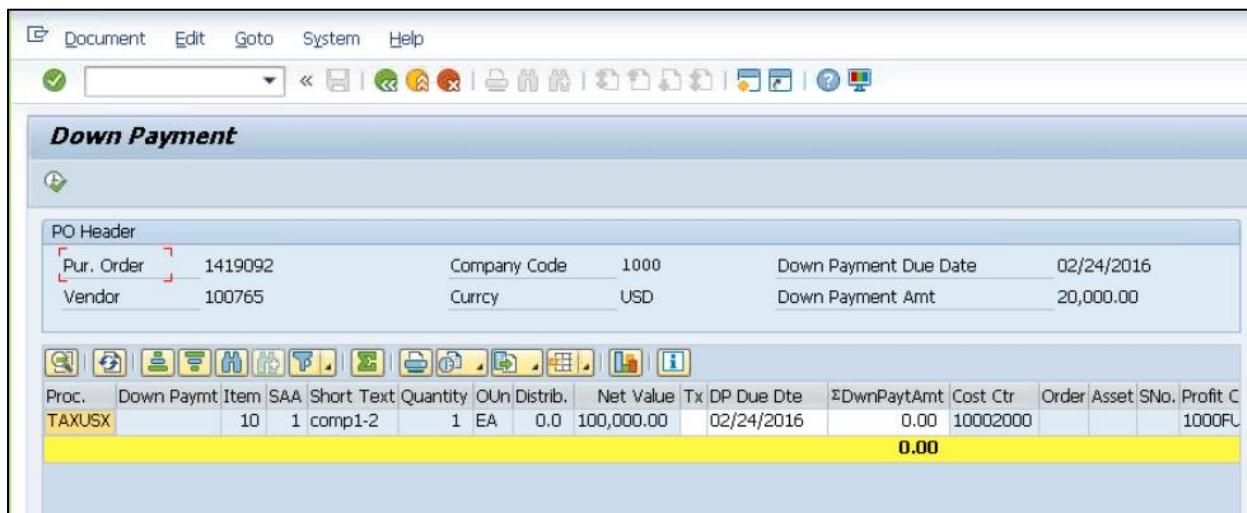
Execution

Down payment request

Down pmnt

Note: By selecting the **Down pmnt** radio button, the system executes transaction *F-48 – Post Down Payment* upon enter.

4. Click  (Enter). The *Down Payment Request* screen displays.



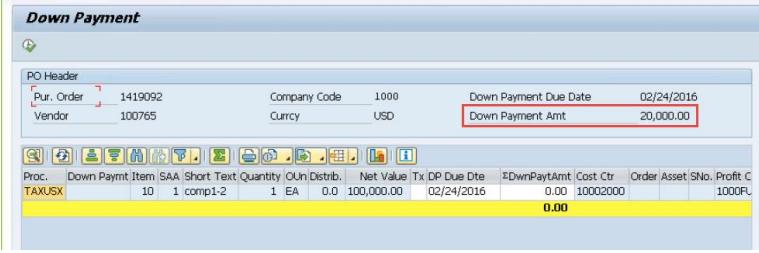
PO Header

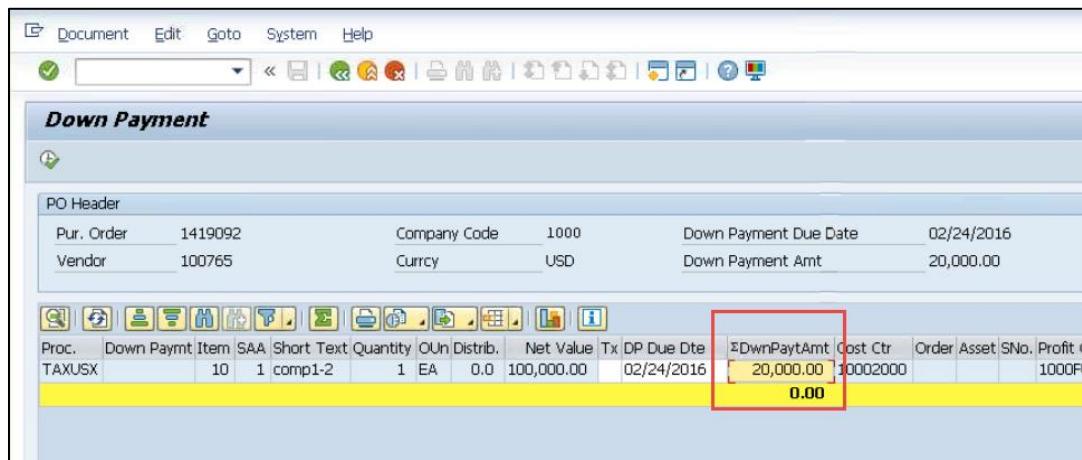
Pur. Order	1419092	Company Code	1000	Down Payment Due Date	02/24/2016
Vendor	100765	Currty	USD	Down Payment Amt	20,000.00

Down Payment

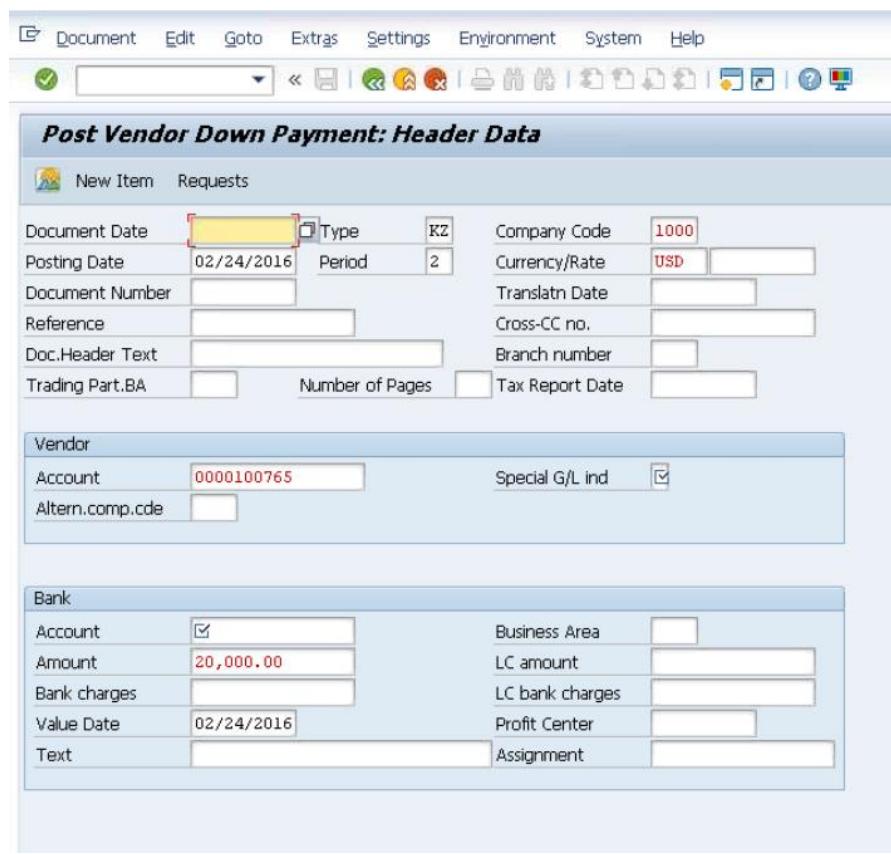
Proc.	Down Paymt Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order	Asset	SNo.	Profit C
TAXUSX	10	1	comp1-2	1	EA	0.0	100,000.00	02/24/2016	0.00	10002000		1	1000PU	0.00	

5. As applicable, complete the following field:

Down Payment Request		
Field	Description/Action	Notes
DwnPaytAmt	<p>Type the down payment amount for each line item.</p> <p>Note: The requested down payment amount appears in the header area of the screen.</p> 	



6. Click  (Execute). The Post Vendor Down Payment: Header Data screen displays.



The screenshot shows the SAP Fiori interface for posting a vendor down payment. The top navigation bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the navigation is a toolbar with various icons. The main title is 'Post Vendor Down Payment: Header Data'. The form contains several sections: 'Header Data' (Document Date, Type, Company Code, Posting Date, Period, Currency/Rate, Translatn Date, Reference, Doc.Header Text, Trading Part.BA, Number of Pages, Tax Report Date), 'Vendor' (Account, Special G/L Ind, Altern.comp.cde), and 'Bank' (Account, Business Area, Amount, LC amount, Bank charges, LC bank charges, Value Date, Profit Center, Text, Assignment). The 'Document Date' field is highlighted with a yellow box.

7. As applicable, complete the following fields:

Post Vendor Down Payment: Header Data		
Field	Description/Action	Notes
Document Date	Type the date you receive the down payment request.	
Reference	Type the purchase order number.	
Special G/L ind	The target special G/L indicator indicating the down payment reconciliation account. Type the applicable value or select it from the drop-down list.	A - Down Payments, Current Assets is the only valid value.
Account	Type the applicable bank G/L account.	

8. Click  (Enter). The *Post Vendor Down Payment Add Vendor Item* screen displays for the first line item.

The screenshot shows the SAP Fiori interface for posting a down payment. The top navigation bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the navigation is a toolbar with various icons. The main title is 'Post Vendor Down Payment Add Vendor item'. The vendor details are: Vendor 100765 (DELL MARKETING LP), Company Code 1000 (PO BOX 910916), and G/L Acc 11625. The down payment item is Item 2 / Down payment made / 29 A. The amount is 20,000.00 USD. The due date is 02/24/2016. The purchase document number is 0001419092. The text field (Text) contains the value 00010 01. The 'Text' field is highlighted with a yellow background.

9. As applicable, complete the following field:

Post Vendor Down Payment Add Vendor Item		
Field	Description/Action	Notes
Text	Free-form text field for additional notes related to the down payment. Typically the purchase order number is entered in this field.	

10. Click (Enter). If there are additional line items, the *Post Down Payment Add Vendor Item* screen displays for the next line item appears.

11. Repeat **Steps 9 – 10** for each down payment line item.

12. When the entries for all line items is complete, click (Display Document Overview) to review line items.

Post Vendor Down Payment Display Overview

Document Date: 02/24/2016, Type: K2, Company Code: 1000
 Posting Date: 02/24/2016, Period: 2, Currency: USD
 Document Number: INTERNAL, Fiscal Year: 2016, Translatn Date: 02/24/2016
 Ledger Grp:
 Reference: **1419092** (highlighted with a yellow box)
 Doc.Header Text:
 Branch number: Number of Pages:
 Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	50	0000010214	JPMorgan Incoming R	20,000.00-	
002	29A	0000100765	DELL MARKETING LP	20,000.00	
			D	20,000.00	C 20,000.00
				0.00	*
				2 Line items	

13. Click (Save). The message “Document XXXXXXX was posted in company code XXXX” displays in the status bar.

Down Payment

PO Header

Pur. Order	1419092	Company Code	1000	Down Payment Due Date	02/24/2016
Vendor	100765	Currcy	USD	Down Payment Amt	20,000.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	QUn	Distrib.	Net Value	Tx	DP Due Dte	EDwnPaytAmt	Cost Ctr	Order	Asset	SNo.	Profit C
TAXUSX		10	1	comp1-2	1	EA	0.0	100,000.00		02/24/2016	20,000.00	10002000				1000FU
											0.00					

Document 1500004539 was posted in company code 1000

14. Click (Exit) until you return to SAP Easy Access screen.

Subsequent Steps

F110 – Process Payment Run (if a down payment request was created)

MIRO – Post Vendor Invoice with Down Payment Clearing