

Post Down Payment Request or Down Payment Based on Purchase Order

FPDP_CREATE

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Overview

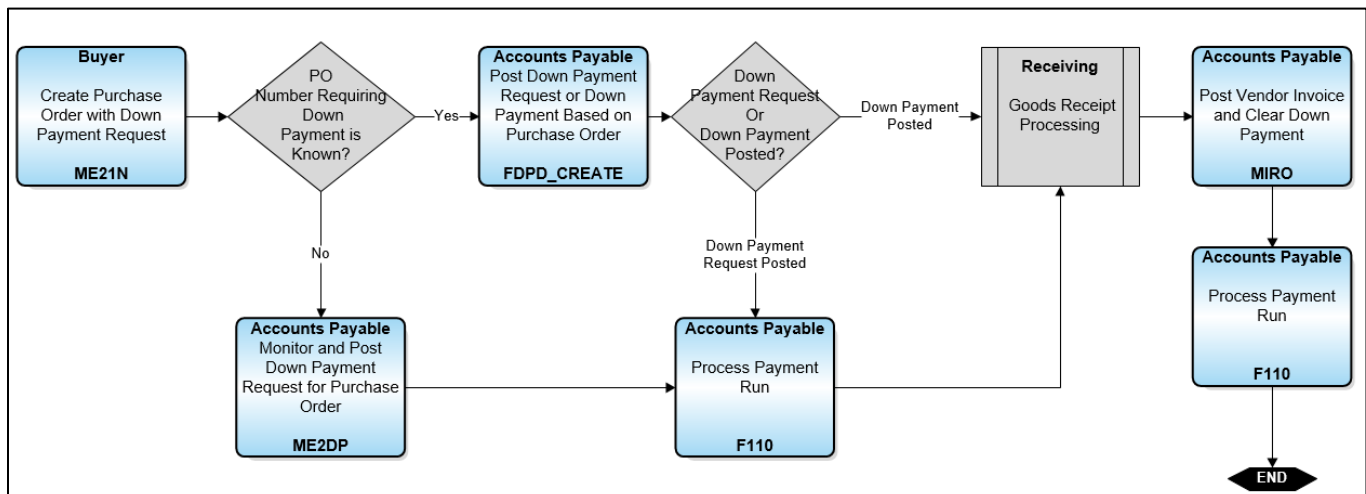
Purpose

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.



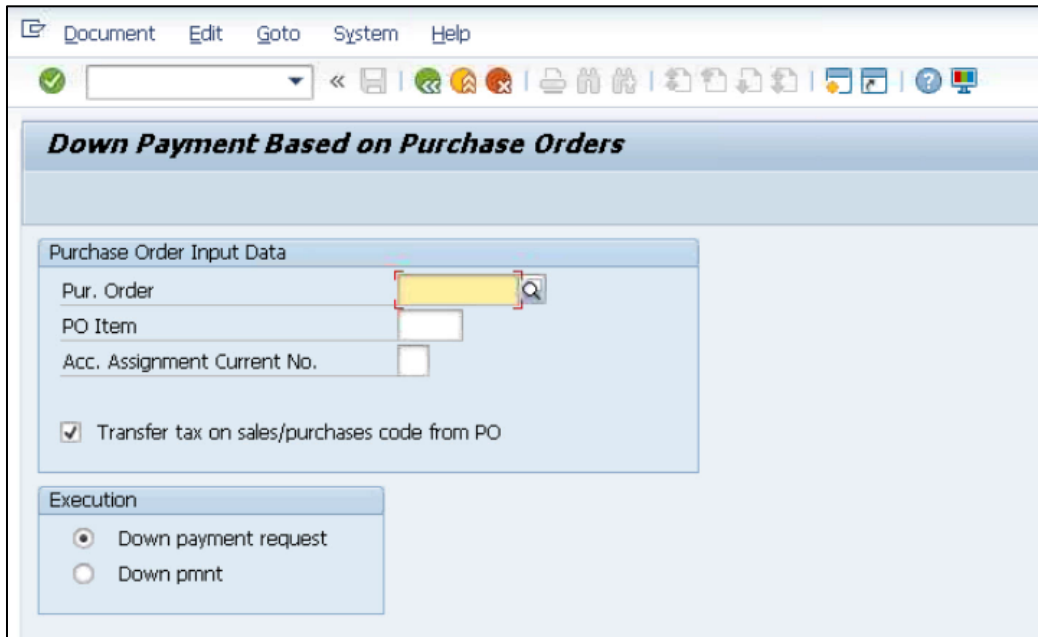
Prerequisite

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.



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.

Down Payment Based on Purchase Orders

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.

Down Payment Request

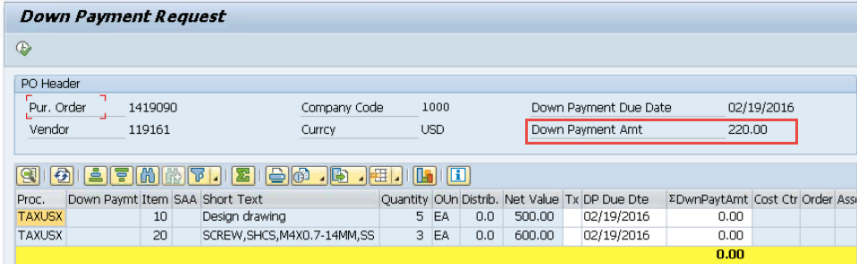
PO Header

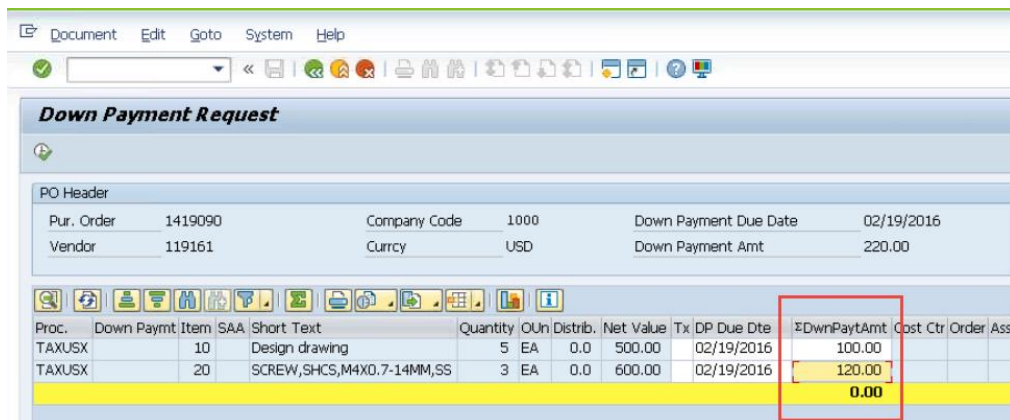
Pur. Order: 1419090 Company Code: 1000 Down Payment Due Date: 02/19/2016

Vendor: 119161 Currcy: USD Down Payment Amt: 220.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OUn	Distrib.	Net Value	Tx	DP Due Dte	ΣDwnPaytAmt	Cost Ctr	Order	Assi
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> 	



Down Payment Request

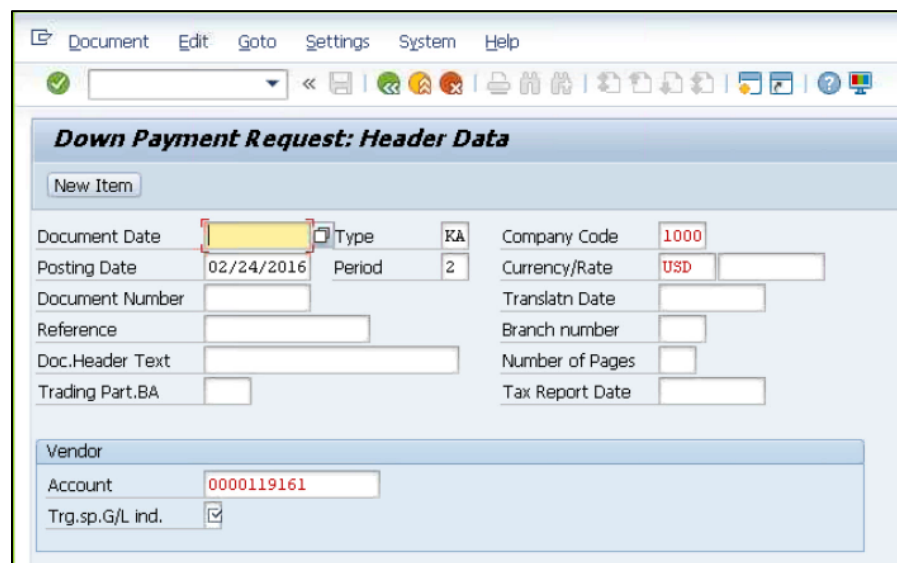
PO Header

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

Proc. Down Paymt Item SAA Short Text Quantity OUn Distrib. Net Value Tx DP Due Dte %DwnPaytAmt Cost Ctr Order Ass

TAXUSX	10	Design drawing	5	EA	0.0	900.00	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			

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



Down Payment Request: Header Data

New Item

Document Date		Type	KA	Company Code	1000
Posting Date	02/24/2016	Period	2	Currency/Rate	USD
Document Number		Translatn Date			
Reference		Branch number			
Doc. Header Text		Number of Pages			
Trading Part. BA		Tax Report Date			

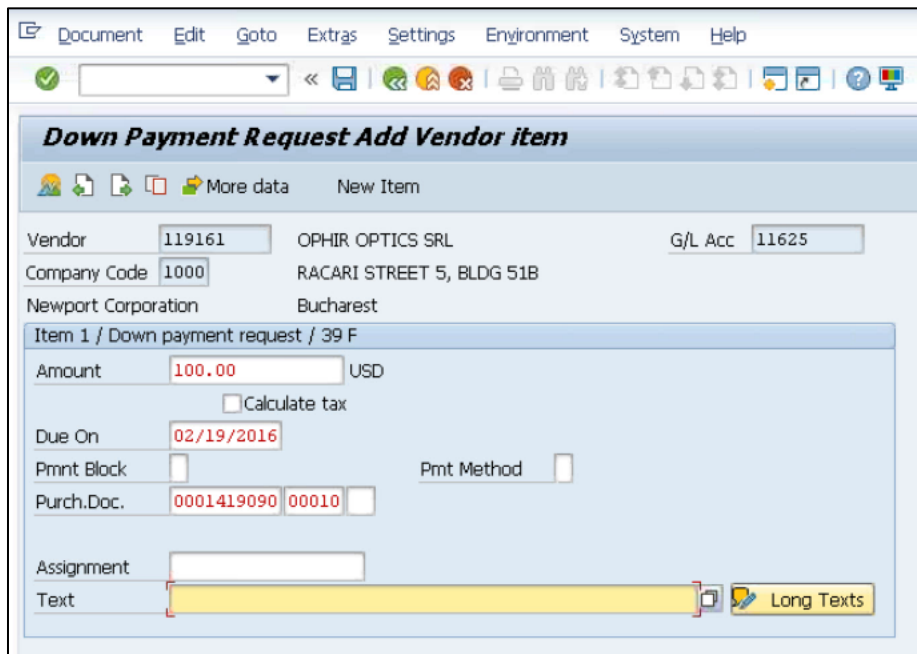
Vendor

Account	0000119161
Trg.sp.G/L ind.	<input checked="" type="checkbox"/>

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.



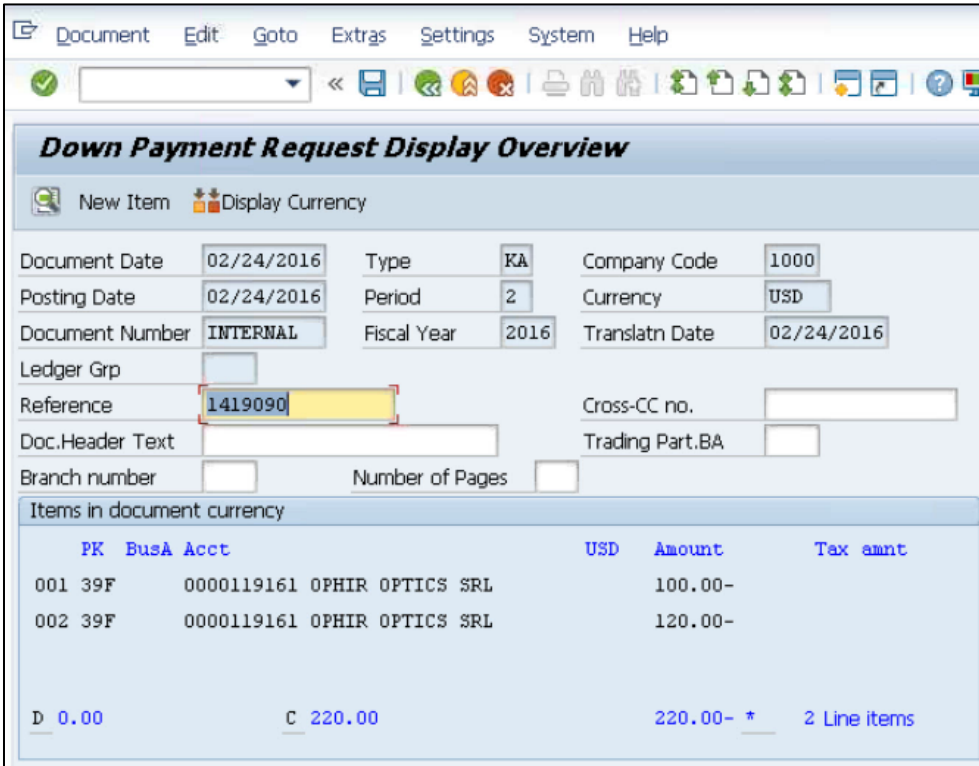
9. As applicable, complete the following fields:

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

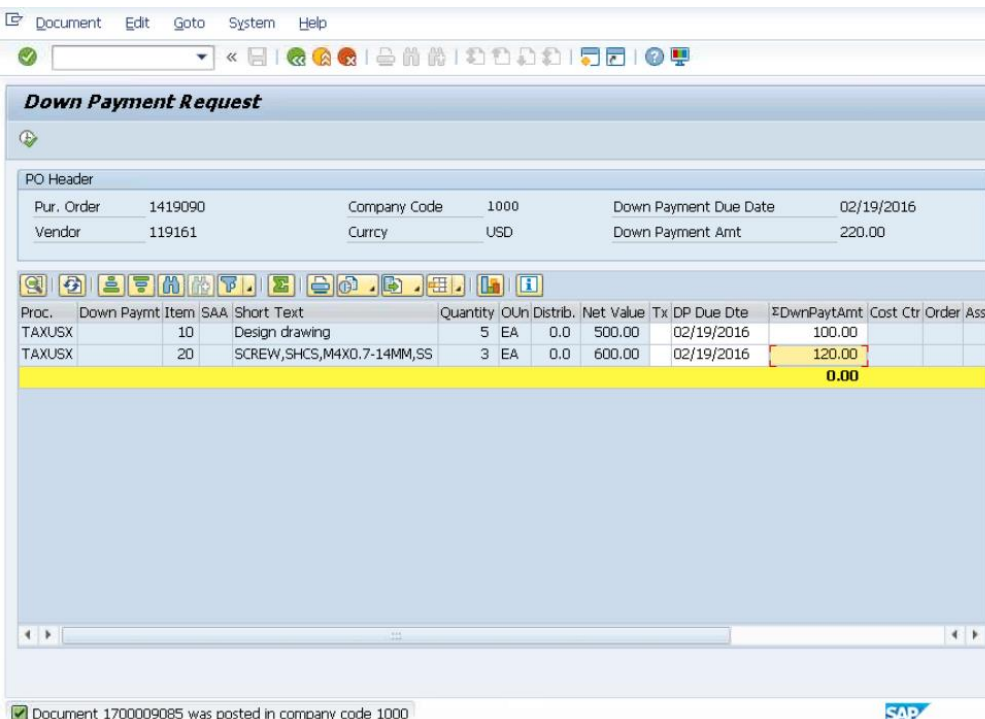
New Item  Display Currency 

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 XXXXXXXX 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	Currency	USD	Down Payment Amt	220.00

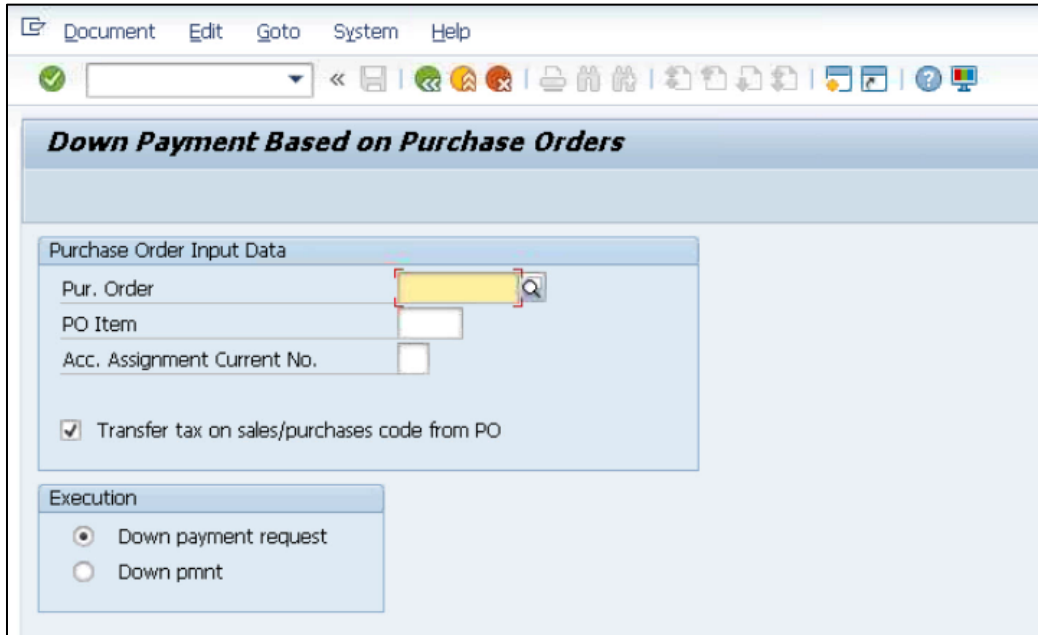
Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OU	Distrib.	Net Value	Tx	DP Due Dte	%DownPaytAmt	Cost Ctr	Order	Ass	
TAXUSX		10		Design drawing	5	EA	0.0	500.00		02/19/2016	100.00				
TAXUSX		20		SCREW,SHCS,M4X0.7-14MM,SS	3	EA	0.0	600.00		02/19/2016	120.00				
												0.00			

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.

Down Payment Based on Purchase Orders

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.

Down Payment

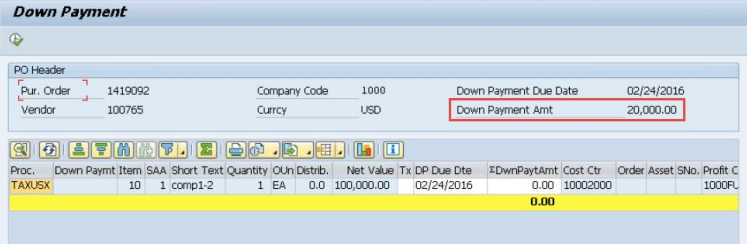
PO Header

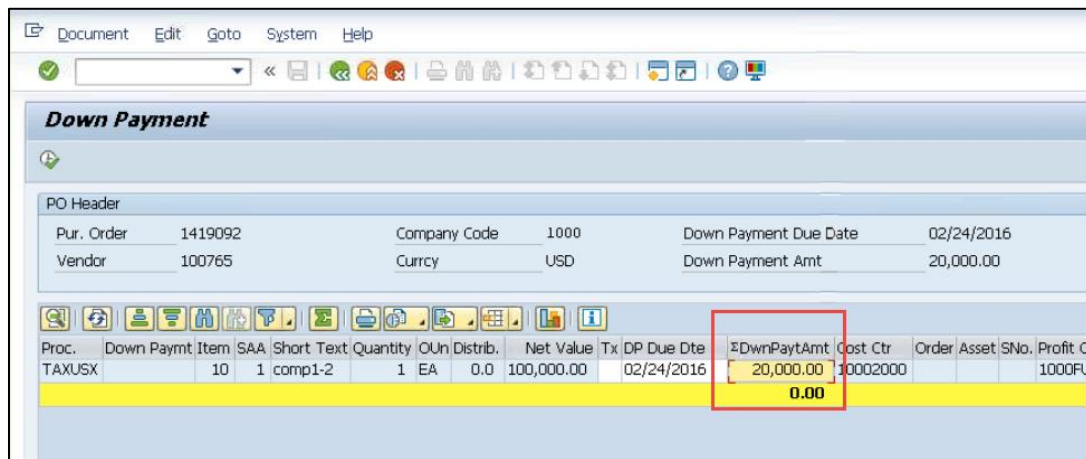
Pur. Order: 1419092 Company Code: 1000 Down Payment Due Date: 02/24/2016

Vendor: 100765 Curcy: USD Down Payment Amt: 20,000.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OUn Distrib.	Net Value	Tx	DP Due Dte	DwnPaytAmt	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				1000FL	
										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> 	



The screenshot shows the 'Down Payment' screen with the following data:

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

Proc.	Down Paymt Item	SAA	Short Text	Quantity	OU	Distrib.	Net Value	Tx	DP Due Dte	\$DwnPaytAmt	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			1000FL
										0.00				

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

Post Vendor Down Payment: Header Data

New Item Requests

Document Date Type ☐ KZ Company Code

Posting Date Period Currency/Rate

Document Number Translatn Date

Reference Cross-CC no.

Doc.Header Text Branch number

Trading Part.BA Number of Pages Tax Report Date

Vendor

Account Special G/L ind ☒

Altern.comp.cde

Bank

Account ☒ Business Area

Amount LC amount

Bank charges LC bank charges

Value Date Profit Center

Text Assignment

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.

Post Vendor Down Payment Add Vendor item

More data New Item

Vendor 100765 DELL MARKETING LP G/L Acc 11625
 Company Code 1000 PO BOX 910916
 Newport Corporation PASADENA

Item 2 / Down payment made / 29 A

Amount 20,000.00 USD
☐ Calculate tax

Due On 02/24/2016 Payee
 Pmnt Block Pmnt Method

Purch.Doc. 0001419092 00010 01

Assignment
 Text

Long Texts

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: KZ 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 Cross-CC no.: Trading Part.BA:
Doc.Header Text: Branch number: Number of Pages:

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amt
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 XXXXXXXX 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	Currency	USD	Down Payment Amt	20,000.00

Proc.	Down Paymt	Item	SAA	Short Text	Quantity	OU	Distrib.	Net Value	Tx	DP Due Dte	±DwnPaytAmt	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				1000FC
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