

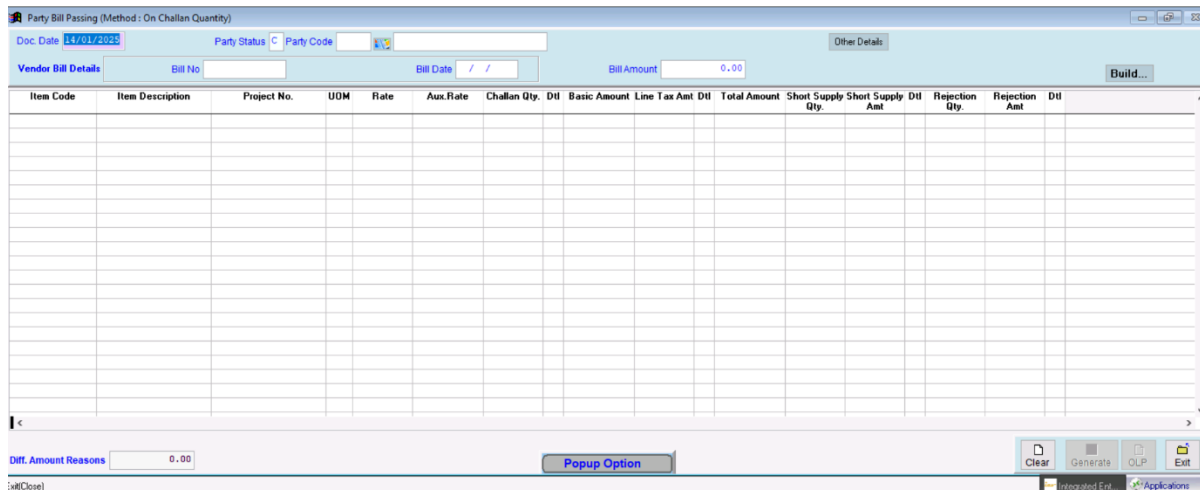
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- 2)Expense booking
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- 6)Normal (JV)
- 7)Tax invoice
- 8)Cash Sales
- 9)Sales Dr Note/Cr Note
- 10)Receipts
- 11)Advance

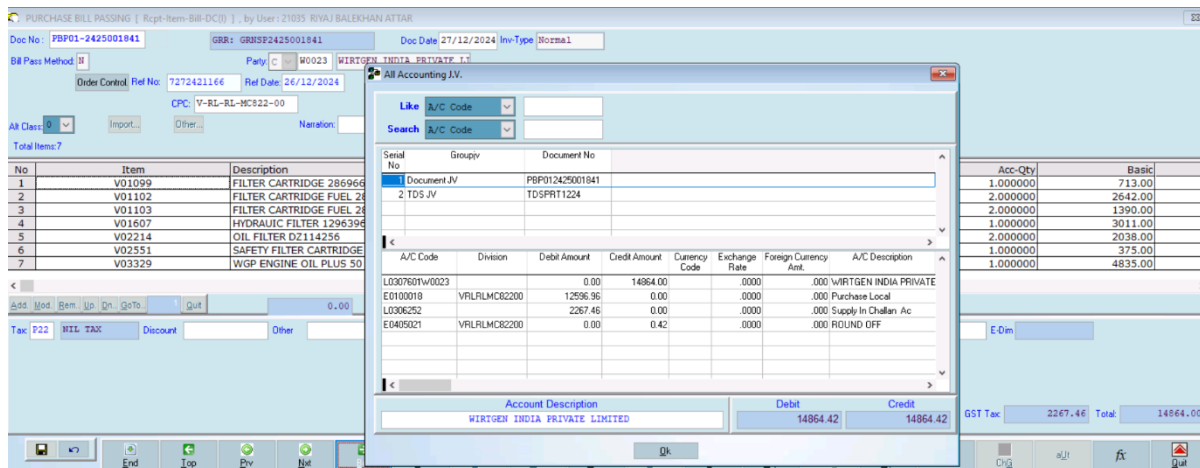
# SOP FOR ACCOUNTS & FINANCE

## 1)Purchase bill booking against GRN

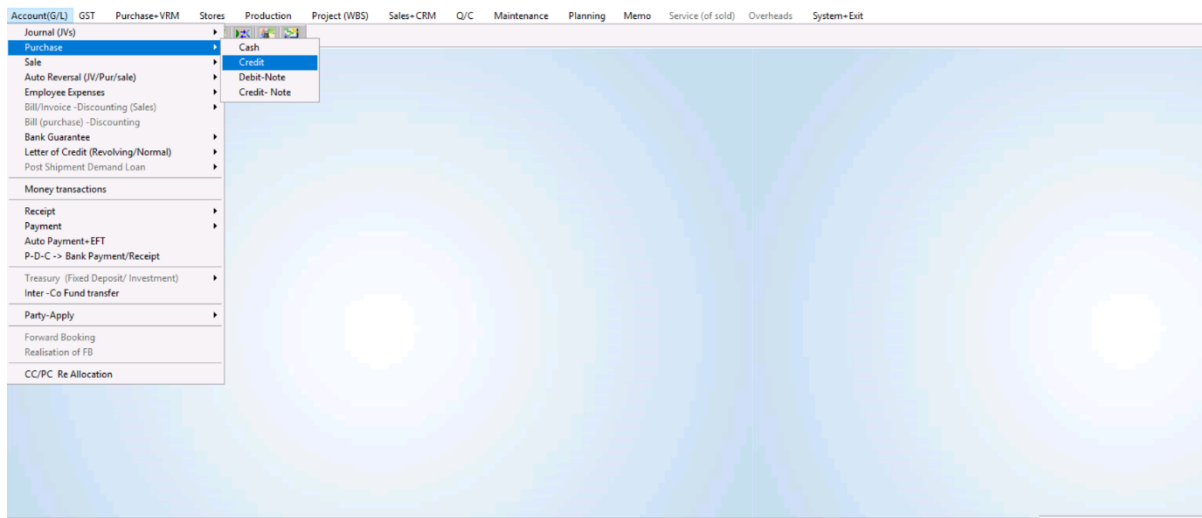
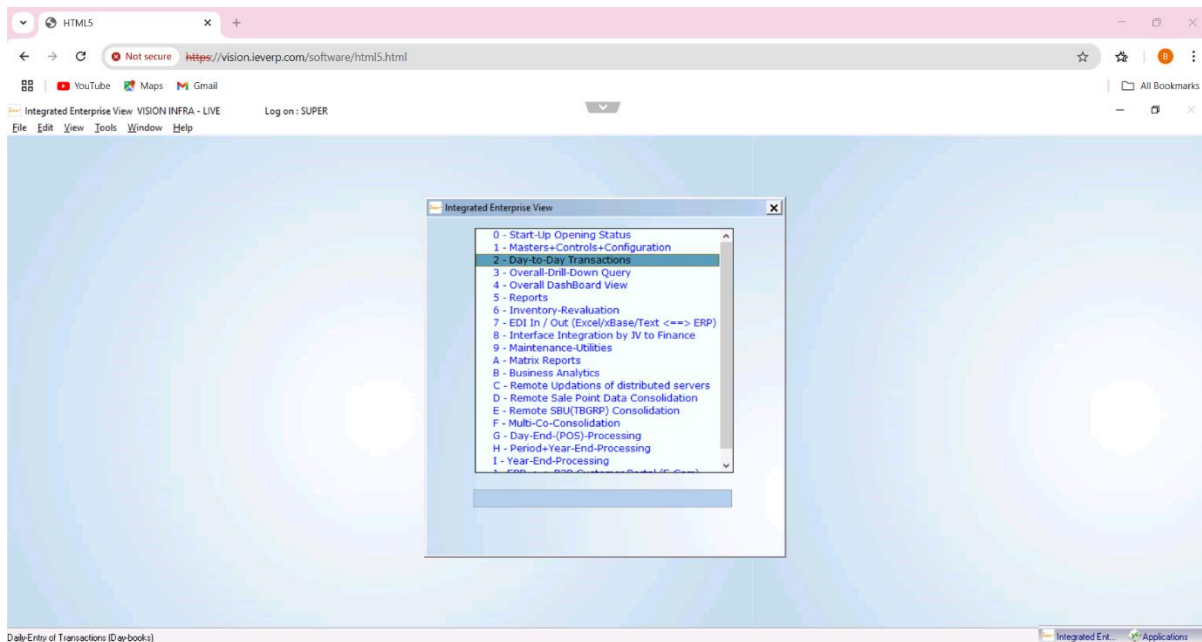
Path-Explorer->Day to day->purchase->receipt bill->process



## b) Purchase bill account posting



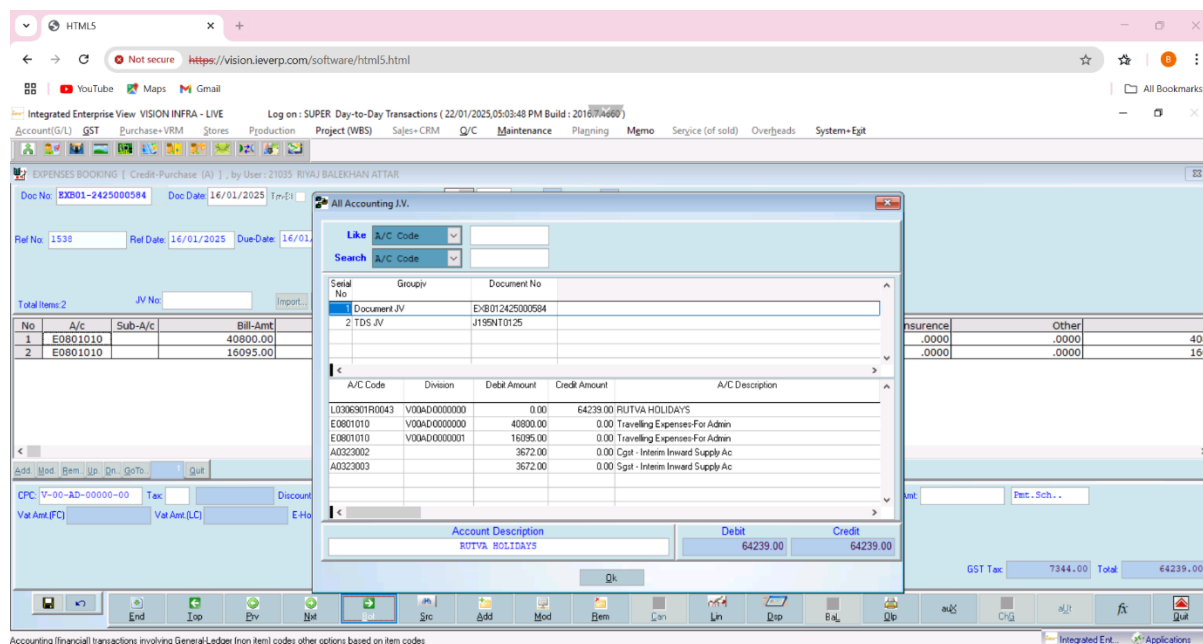
### Expense Booking





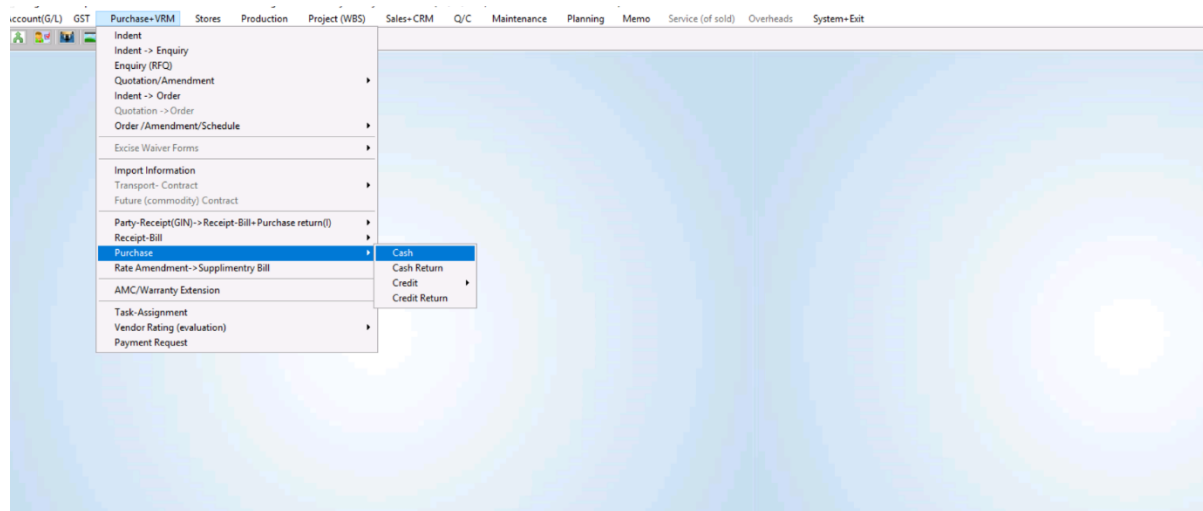
# SOP FOR ACCOUNTS & FINANCE

Click right button and select 'Display accounts transaction' option for check accounting details



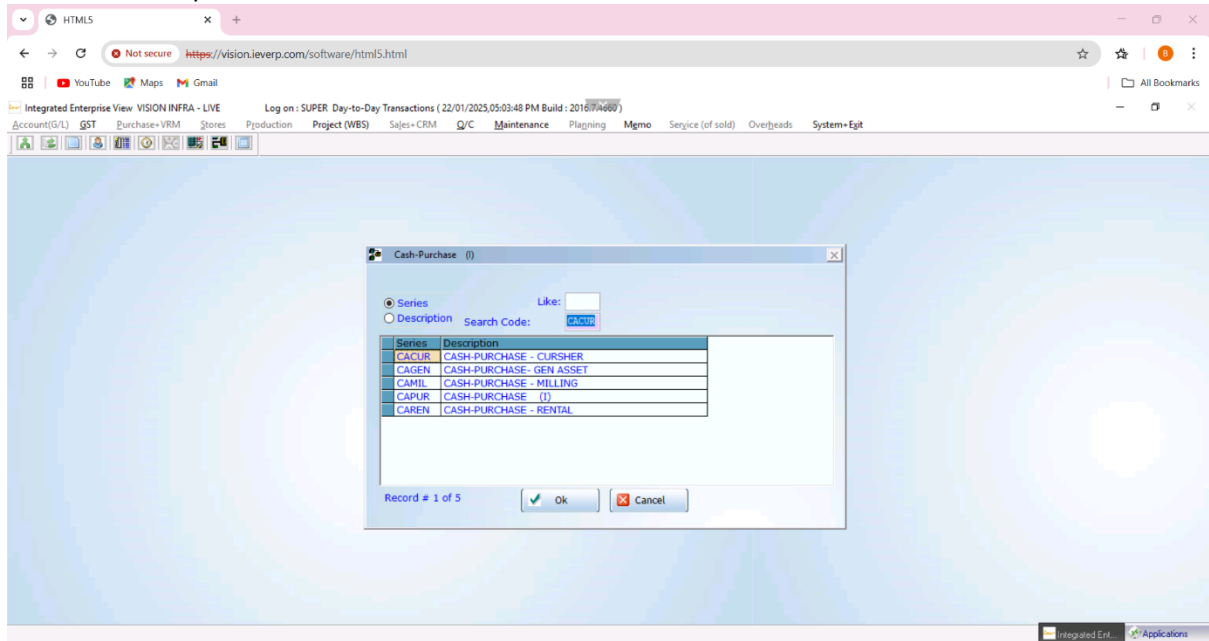
## 3)Cash purchase

Path->

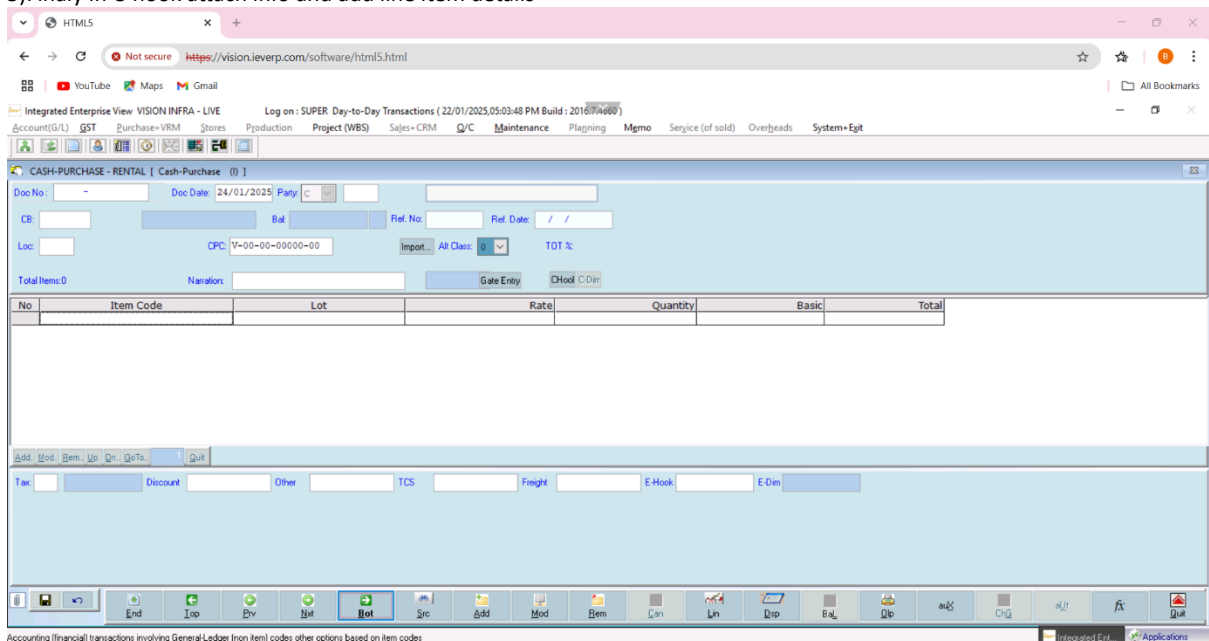


# SOP FOR ACCOUNTS & FINANCE

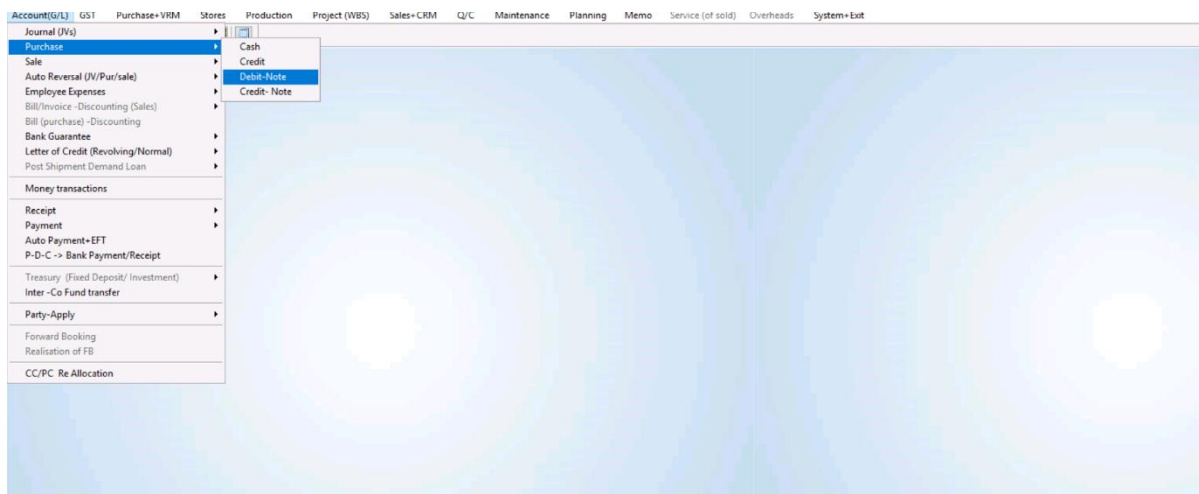
## Select correct option



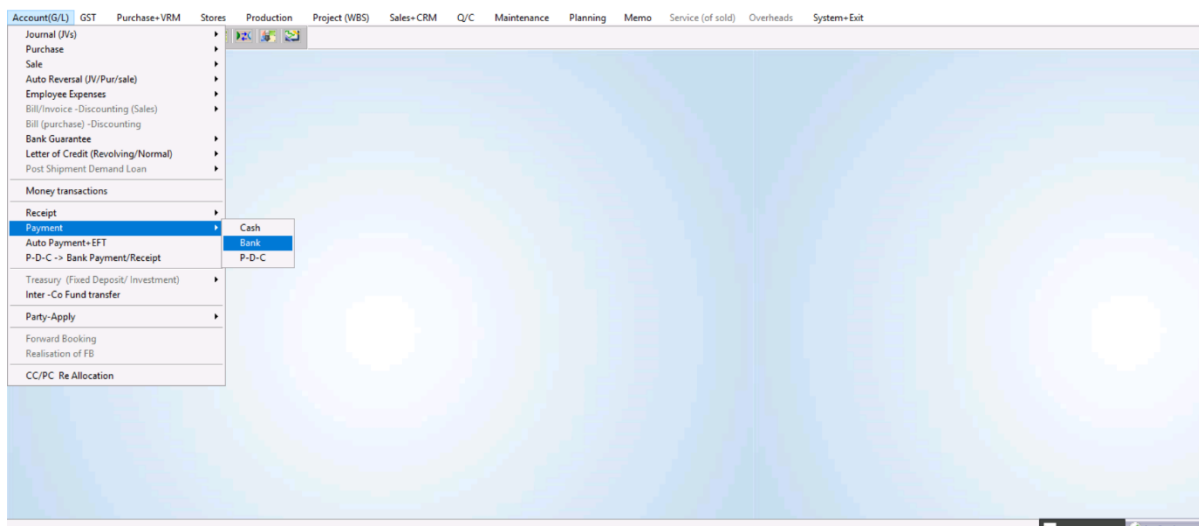
- 1)First select add button
- 2)Select 'c' in party to enter code and desired party will be available(or you can select other option like select 'p' direct party option)
- 3)Add location
- 4)Add Ref no and Ref date its mandatory
- 5)Finally in C-hook attach info and add line item details



#### 4)Purchase credit note/Debit note (Manually)



#### 5)Payment to vendor (Bank/Cash/PDC)



# SOP FOR ACCOUNTS & FINANCE

The screenshot shows a web browser window displaying the SAP 'Party(B/B)Payment(A)' dialog box. The dialog has two tabs: 'Series' (selected) and 'Description'. A search code '03203' is entered in the 'Search Code' field. Below the tabs is a table with the following data:

Series	Description
BKP01	HDFC BANK-50200015543487
BKP02	ICICI BANK -239205002203
BKP03	ICICI BANK -239251000005
BKP04	ICICI BANK -239205002086
BKP05	ICICI BANK -239205002087
BKP06	ICICI BANK -239205002367
BKP07	YES BANK-863400004271
BKP08	ICICI BANK (OD)-239205002017
BKP09	ICICI BANK (OD)-239205002101
BKP10	ICICI BANK (OD)-239205000901

At the bottom of the dialog, it shows 'Record # 1 of 10' and buttons for 'OK' and 'Cancel'.

The screenshot shows the SAP Transaction Entry screen for 'ICICI BANK -239205002087'. The document number is BKP05-2425001414, dated 30/11/2024. The mode of payment is 'B08' (Bank Advice) with a check number 'BP-11510'. The total amount is 2000.00. The transaction is recorded against account A0324001 (RAMCHANDRA SHIVPOOJAN YADAV) with a sub-account 13442. The applied amount is 2000.00. The screen includes a table with the following data:

No	A/c	Description	Sub-A/c	Trxn-Type	Trxn-No	Applied	Party Ref.	Party Date	D/C	Project No.
1	A0324001	RAMCHANDRA SHIVPOOJAN YADAV	13442			2000.00			Dr	

The total amount is 2000.00 Dr. The screen also shows a toolbar with various icons and a status bar at the bottom.

# SOP FOR ACCOUNTS & FINANCE

ICICI BANK - 239205002087 | Party(B)/Payment(A) | by User : SUPER (Un-Reconciled)

Doc No : BKP05-2425001414 | Doc Date : 30/11/2024

Mode of Payment : B08 | Bank Advice | Cheq No : BP-11510

Bank Ropt : | Import | Tol Amt (Cr.) : 2000.00

Total Items : 1 | Others : GIN/MP/LR

Serial No	Group/iv	Document No
1	Document JV	BKP052425001414

A/C Code	Division	Debit Amount	Credit Amount	Currency Code	Exchange Rate	Foreign Currency Amt	A/C Description
A0313005		0.00	2000.00		.0000	.000	ICICI Bank - Site Exp. - 239205002087
A0324001		2000.00	0.00		.0000	.000	RAMCHANDRA SHIVPOOJAN YADAV

Account Description: ICICI Bank - Site Exp. - 239205002087 | Debit: 2000.00 | Credit: 2000.00

GST Tax: | Total: 2000.00 | Dr.

**BANK PAYMENT VOUCHER**

**VISION INFRA EQUIPMENT SOLUTIONS LTD**

Forth, Office 401 to 405, shankar shet Rd. - International Business Bay  
 PUNE - 411002 Country: INDIA  
 STD - +91(020)26 448 999  
 E-Mail :

VISION  
 #NewBrand #NewVision

Through : A0313005 - ICICI Bank - Site Exp. - 239205002087 | Voucher No. : BKP052425001414  
 Date : 30 November 2024

Cheque No. / Date : BP-11510 Dt. / / | Description : ICICI BANK - 239205002087

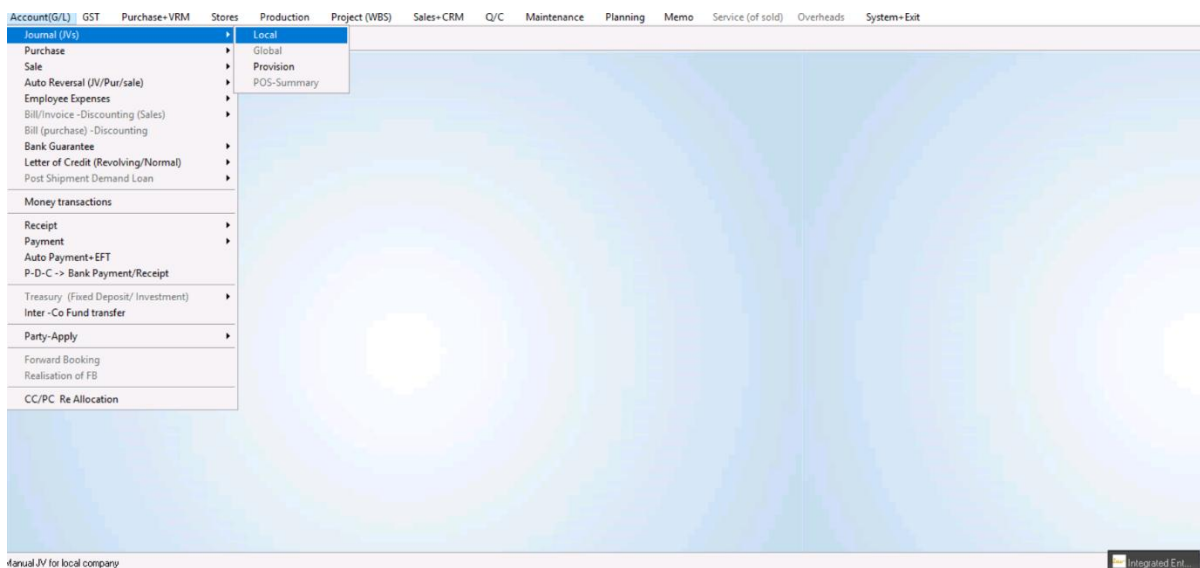
2,000.00 Cr.

Sl. No	Account Code	Account Description	Debit	Credit
1	A0324001	SITE ADVANCE - CRUSHER TEAM - DURVA # RAMCHANDRA SHIVPOOJAN YADAV	2,000.00	

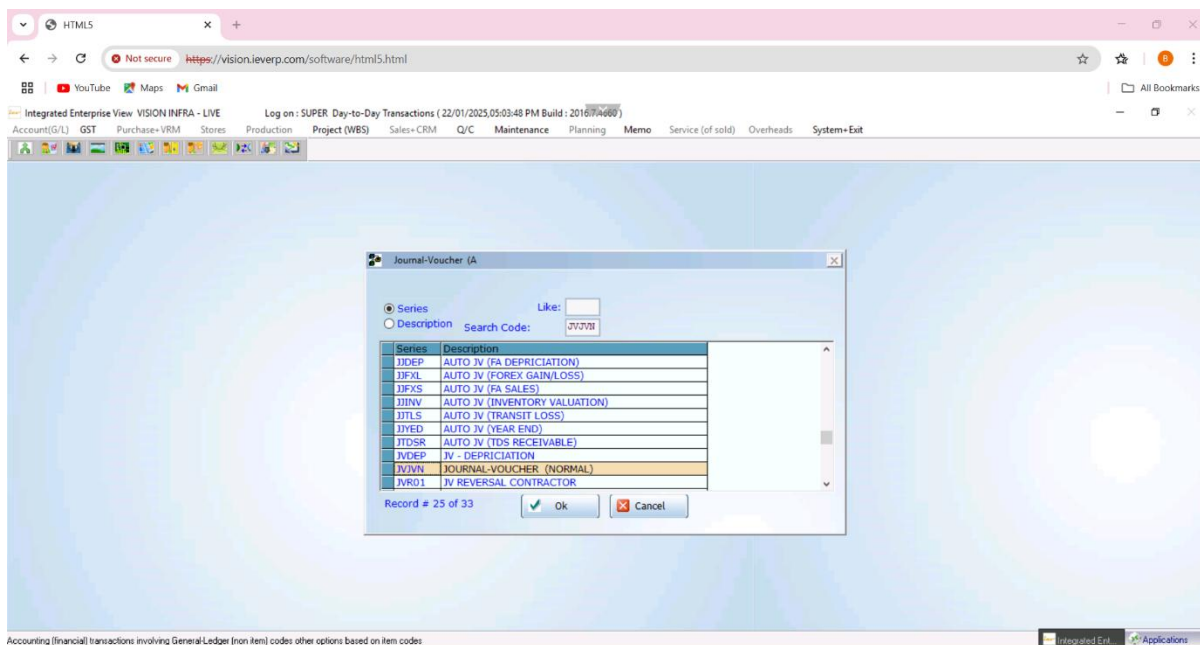
RefNo. :

Amount chargeable in words : 2,000.00  
 Rs. Two Thousand Only

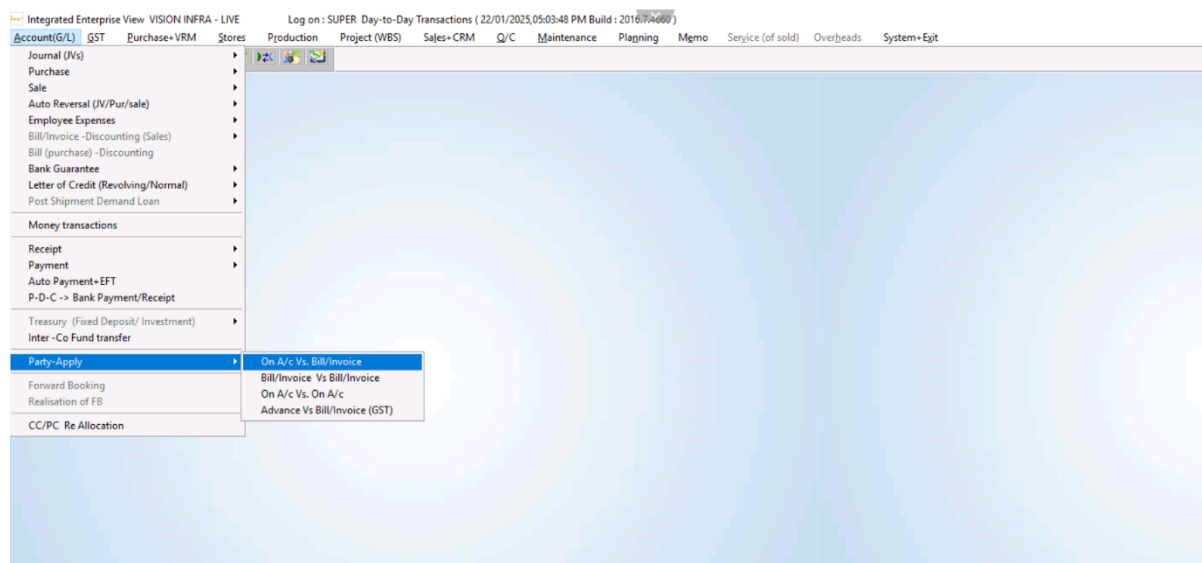
# SOP FOR ACCOUNTS & FINANCE



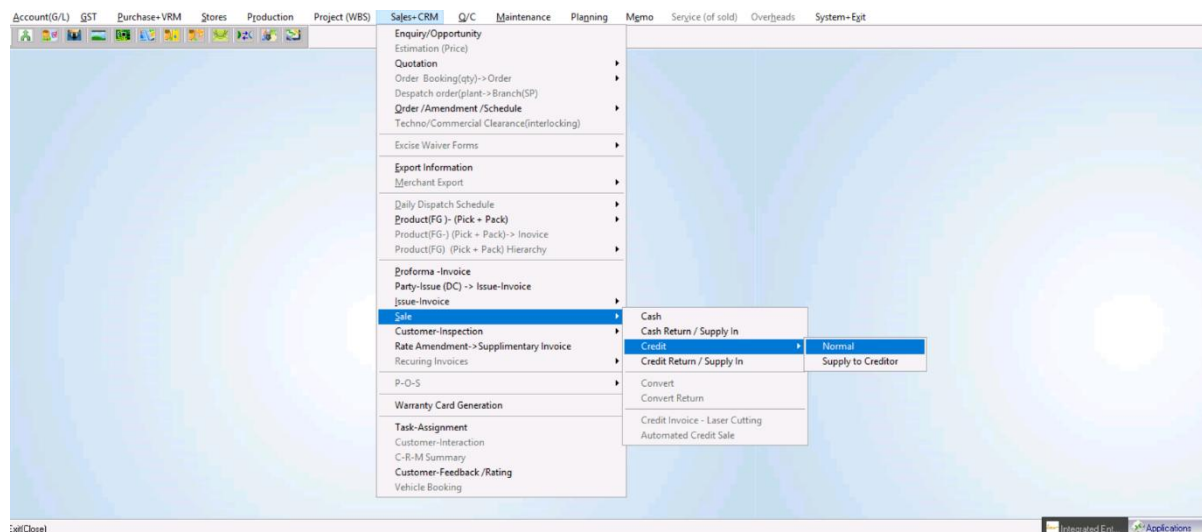
This is manual JV option other are automated options



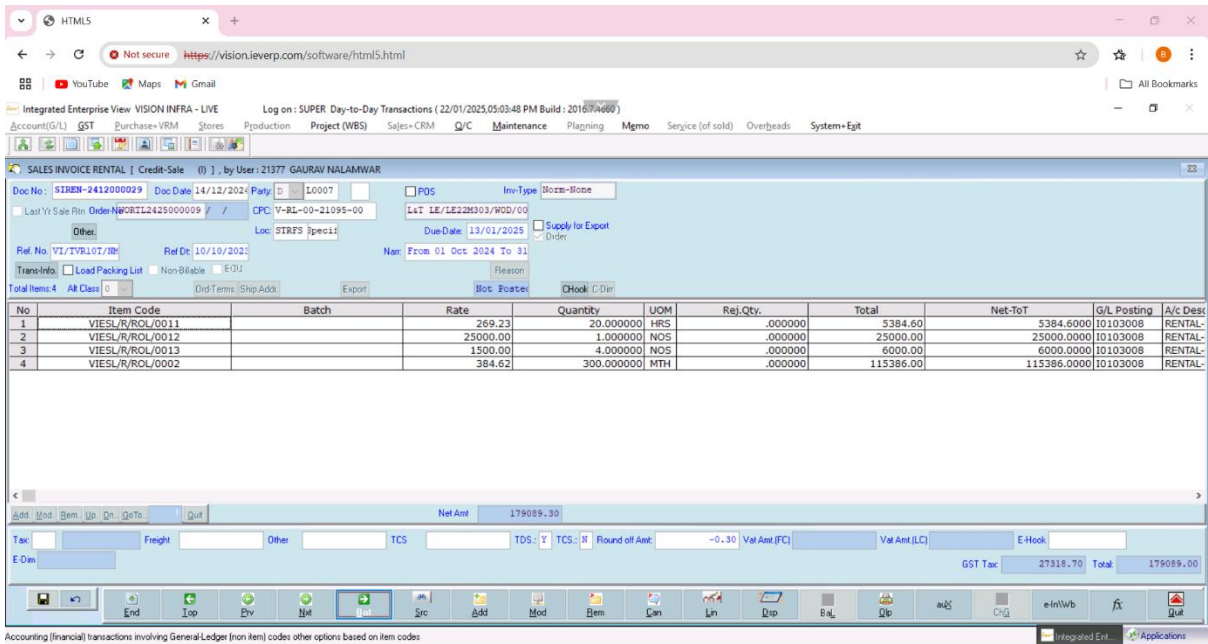
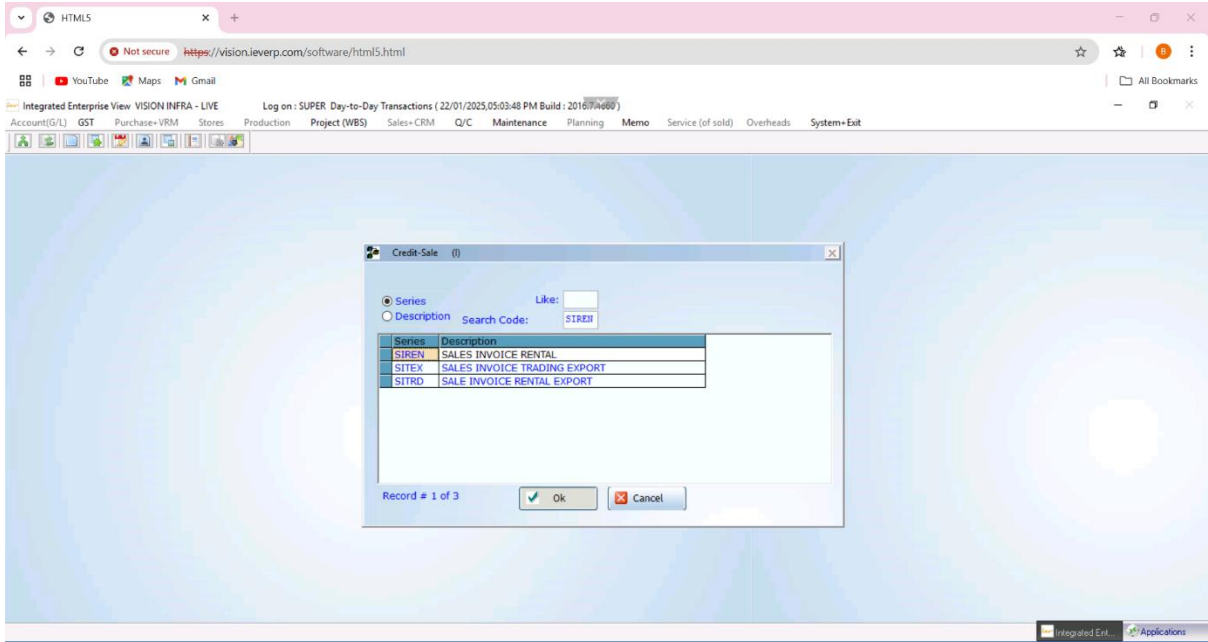
### Advance And bill knock off procedure



### 7)Tax Invoice



# SOP FOR ACCOUNTS & FINANCE



# SOP FOR ACCOUNTS & FINANCE

Integrated Enterprise View VISION INFRA - LIVE Log on: SUPER Day-to-Day Transactions ( 22/01/2025,05:03:48 PM Build : 2016090600 )

Account(G/L) GST Purchase+VRM Stores Production Project (WBS) Sales+CRM Q/C Maintenance Planning Mgmt Service (of sold) Overheads System+Exit

SALES INVOICE RENTAL | Credit-Sale | by User: 21377 GAURAV NALAMWAR

Doc No: SIREN-2412000029 Doc Date: 14/12/2024 Party: L0007

Like A/C Code Search A/C Code

Serial No Groupy Document No

Serial No	Groupy	Document No
Document JV		SIREN2412000029

No	Item Code	Batch
1	VIESL/R/ROL/0011	
2	VIESL/R/ROL/0012	
3	VIESL/R/ROL/0013	
4	VIESL/R/ROL/0002	

A/C Code	Division	Debit Amount	Credit Amount	A/C Description
A0307001L0007		179089.00	0.00	L&T LE/LE22M303/AV/00/000368 NMIA TR
I0103008	VRL002109500	0.00	151770.60	RENTAL-ROLLER
L0306249		0.00	13659.35	Cgit - Outward Supply Ac
L0306250		0.00	13659.35	S/AJ Gct - Outward Supply Ac
E0405021	VRL002109500	0.30	0.00	ROUND OFF

Net-ToT	G/L Posting	A/C Desc
5384.6000	10103008	RENTAL-
25000.0000	10103008	RENTAL-
6000.0000	10103008	RENTAL-
115386.0000	10103008	RENTAL-

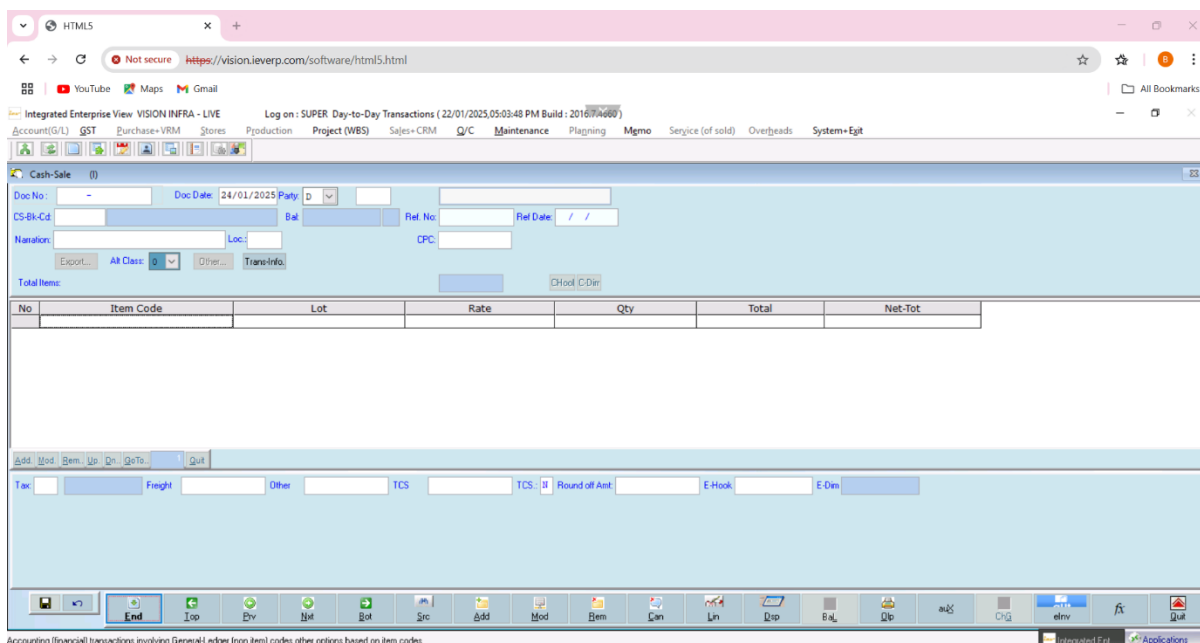
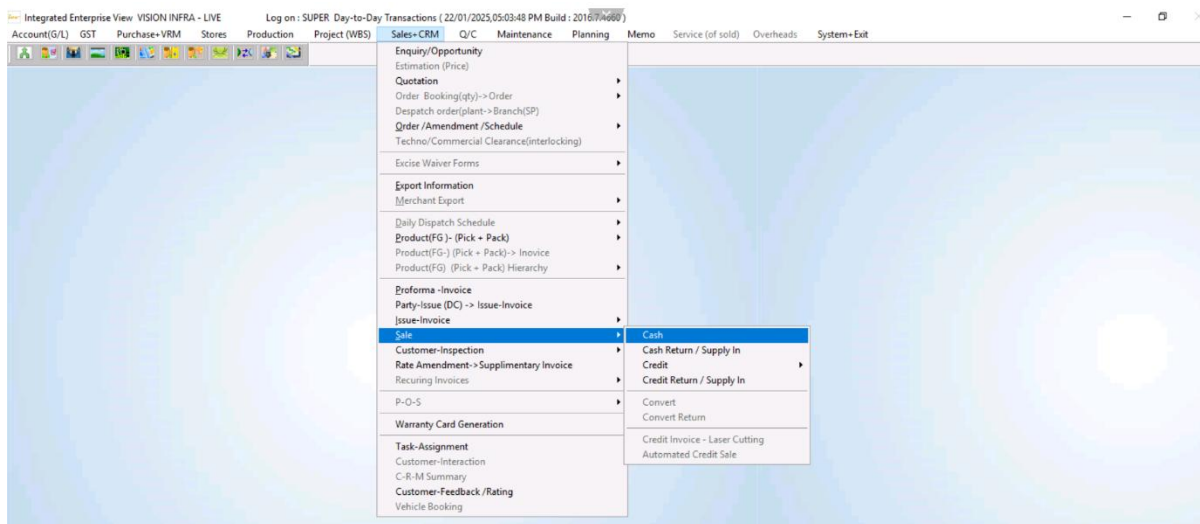
Account Description: L&T LE/LE22M303/AV/00/000368, NMIA TR Debit: 179089.30 Credit: 179089.30

GST Tax: 27316.70 Total: 179089.00

End Lop Ev NM Add Mod Rem Gen Lin Dep Bal Dep

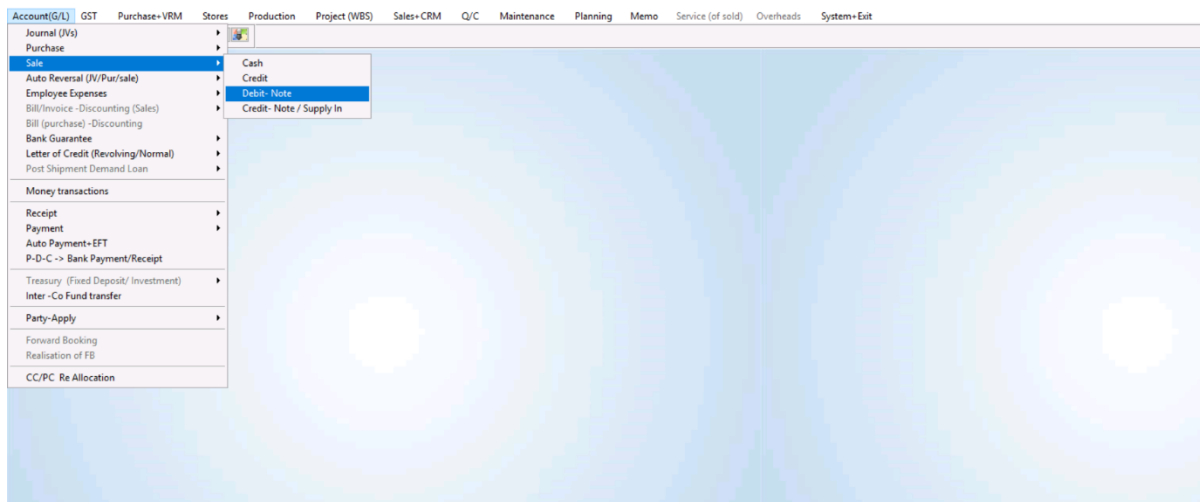
# SOP FOR ACCOUNTS & FINANCE

## 8)Cash Sales

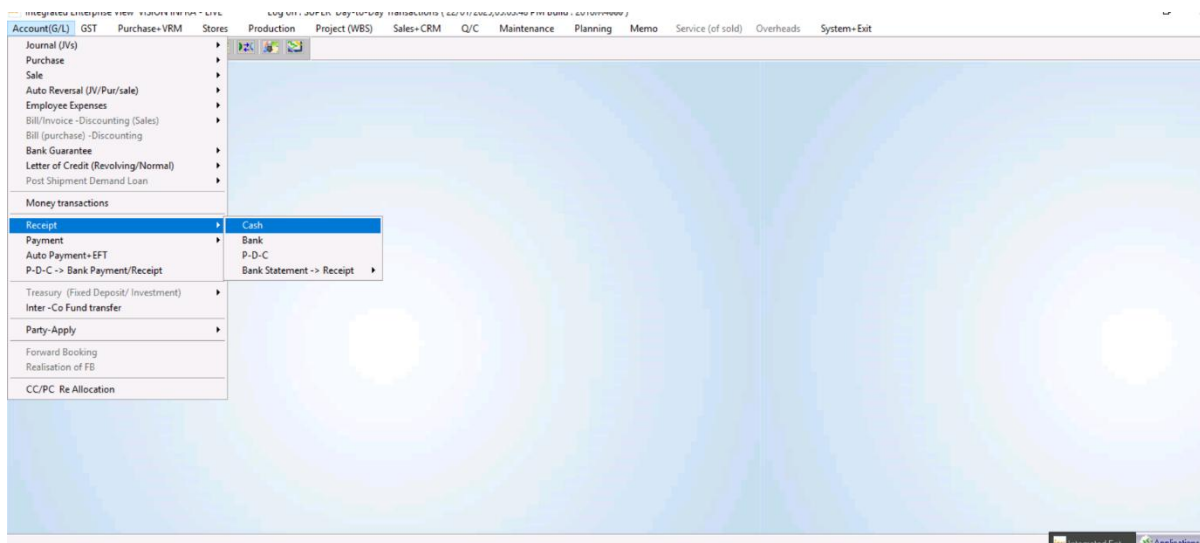


Accounting (financial) transactions involving General Ledger (from Item) codes other options based on item codes

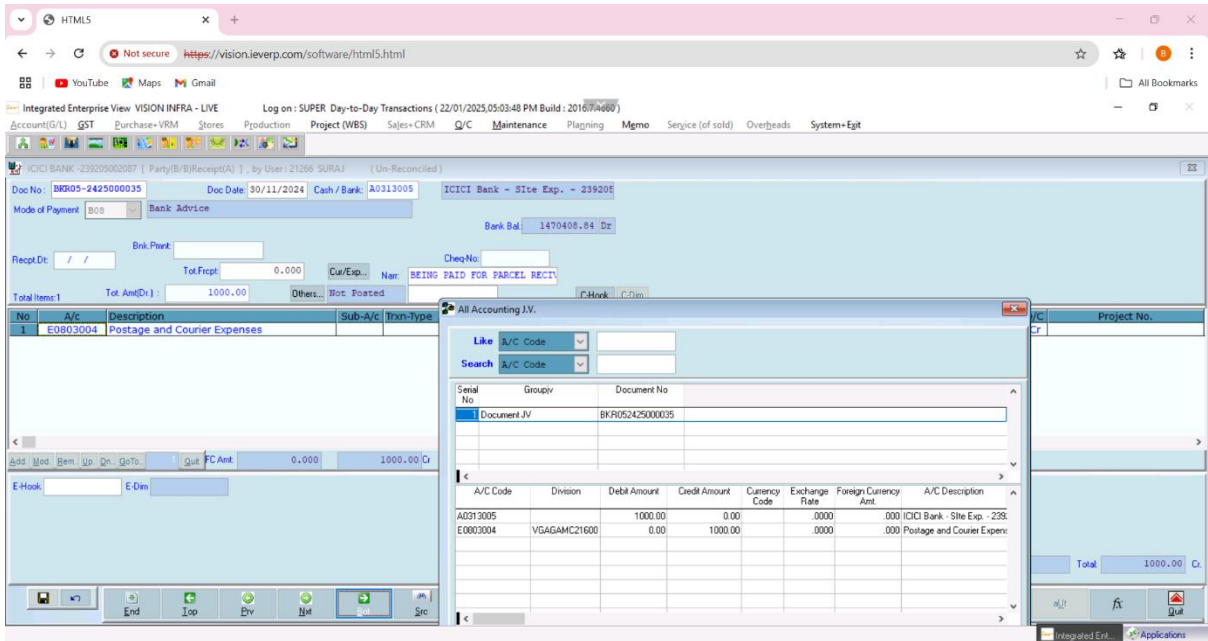
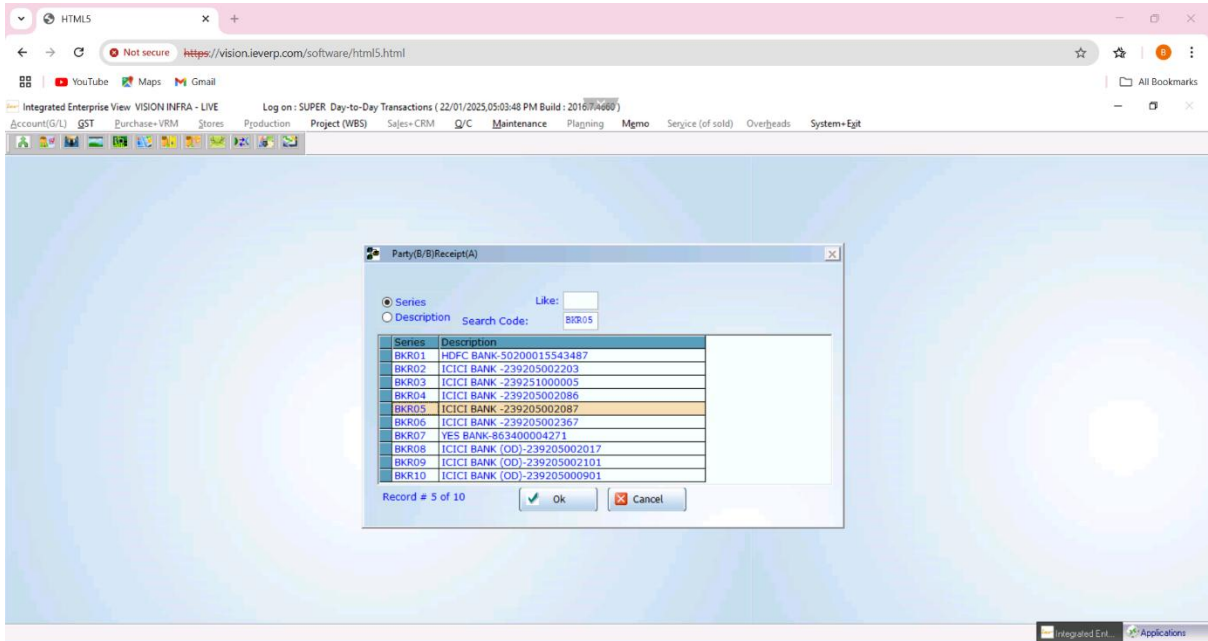
### 9) Sales Dr Note/Cr Note



### 10) Receipts (Cash, Bank, P-D-C)

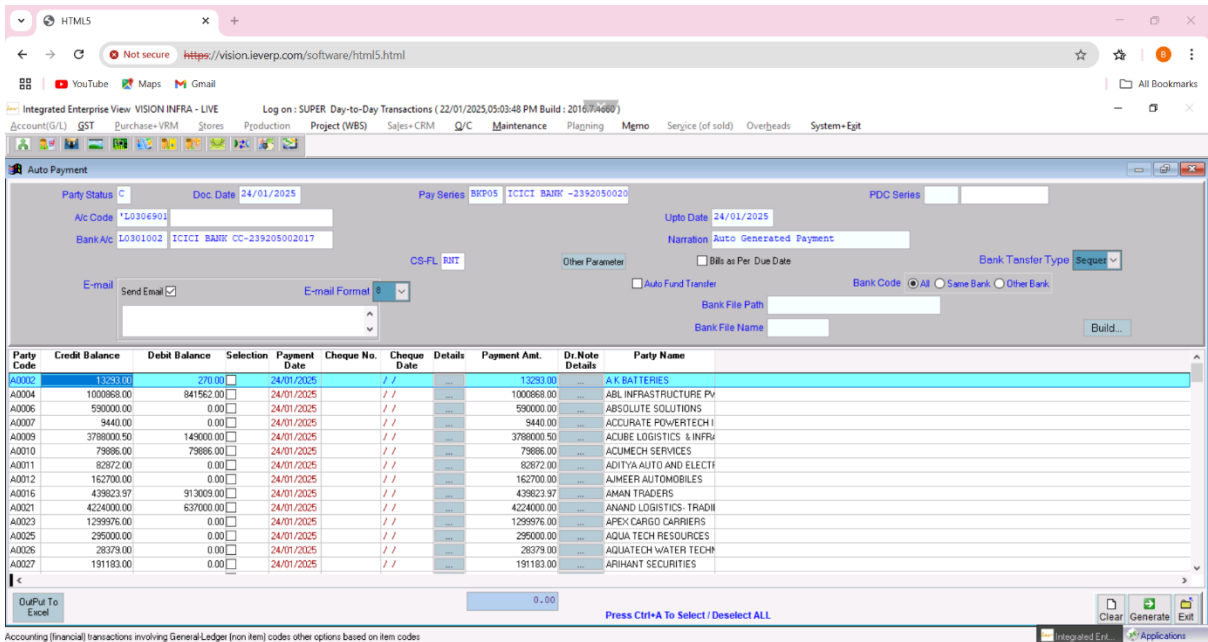
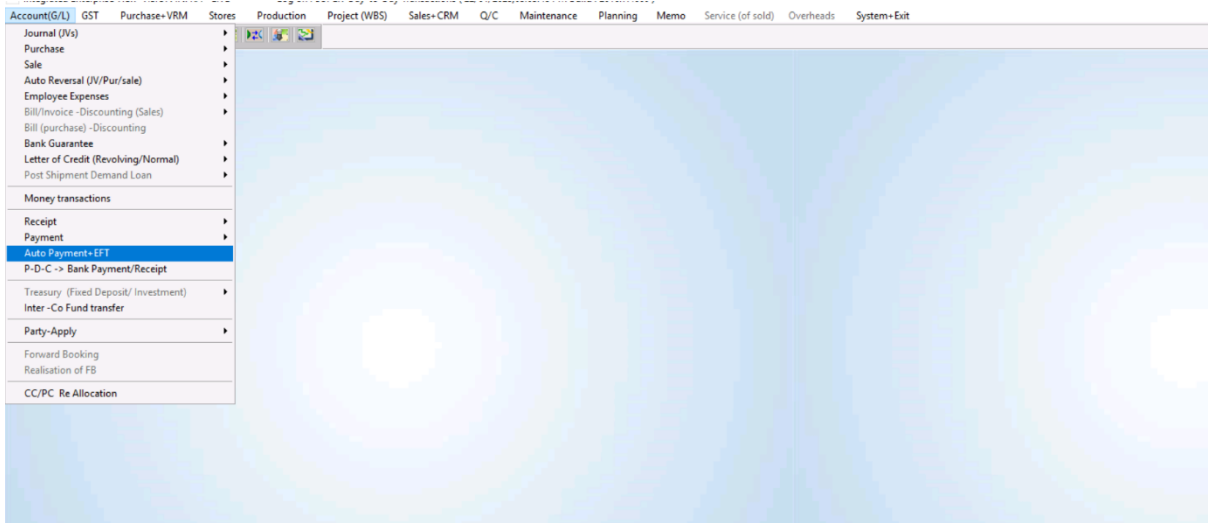


# SOP FOR ACCOUNTS & FINANCE



# SOP FOR ACCOUNTS & FINANCE

## Auto payment & EFT



# SOP FOR ACCOUNTS & FINANCE

The screenshot displays the SAP Integrated Enterprise View interface for an Auto Payment transaction. The top section shows the form configuration with the following details:

- Party Status:** C
- Doc Date:** 24/01/2025
- Pay Series:** BKP05
- ICICI BANK -2392050020**
- PDC Series:** [Empty]
- A/c Code:** \*L0306901
- Bank A/c:** L0301002 ICICI BANK CC-239205002017
- Uplo Date:** 24/01/2025
- Narration:** Auto Generated Payment
- Bank Transfer Type:** Sequel
- Bank Code:** All
- Bank File Path:** [Empty]
- Bank File Name:** [Empty]

Below the form is the **Outstanding Details For Party A0002** table:

Party Code	Credit Balance	Debit Balance	Selection	Payment Date	Cheque No.	Cheque Date	Details	Payment Amt.	Dr. Note Details	Party Name
A0002	13293.00	270.00	<input type="checkbox"/>	24/01/2025	/ /			13293.00		A K BATTERIES
A0004	1000868.00	841562.00	<input type="checkbox"/>	24/01/2025	/ /			1000868.00		ABL INFRASTRUCTURE PV
A0006	590000.00	0.00	<input type="checkbox"/>	24/01/2025	/ /			590000.00		ABSOLUTE SOLUTIONS

The table below shows the detailed ledger entries for party A0002:

Doc. Type	Document No	Date	Due Date	St	Dr/Cr	Amount	TDS	Your Ref.	Your Ref Dt	Narration
GIN-88	(J) DPPLR00003	09/01/2024	09/01/2024		Cr	3458.00	00 1770		09/01/2024	
GIN-88	(J) DPPLR00004	09/01/2024	09/01/2024		Cr	8835.00	00 1771		09/01/2024	

Thank you