

Ministry of Finance and Planning

FOREIGN TRANSFER END USER MANUAL

SAP ACCOUNS PAYABLE MODULE

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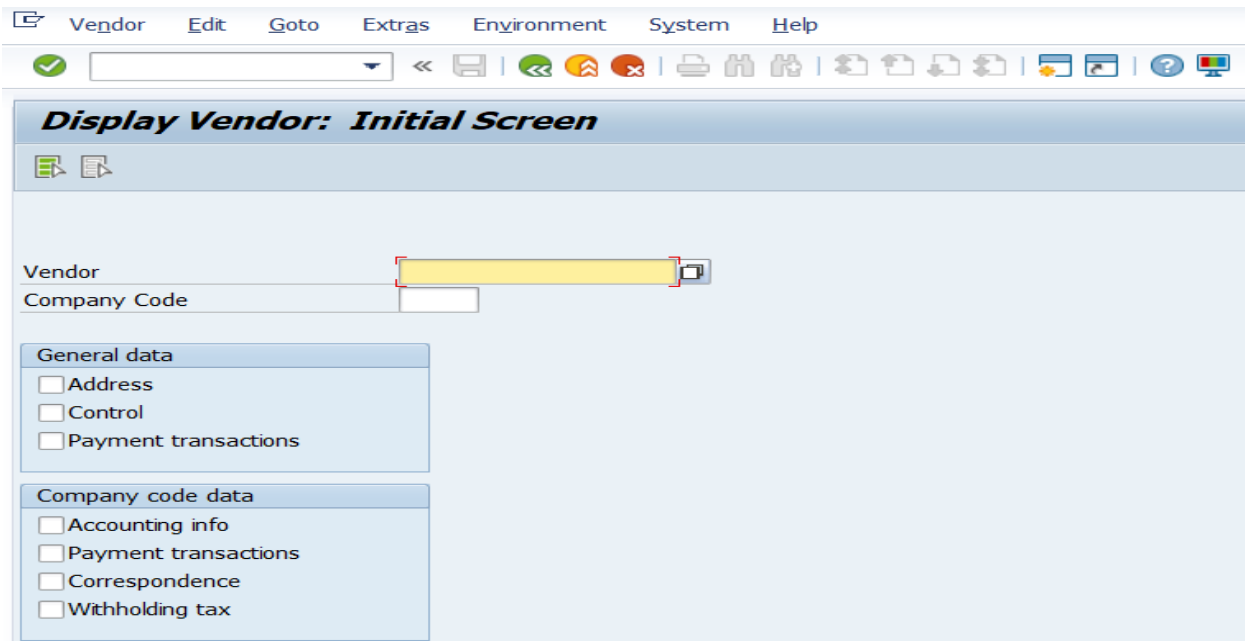
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VERIFICATION OF VENDOR DETAILS

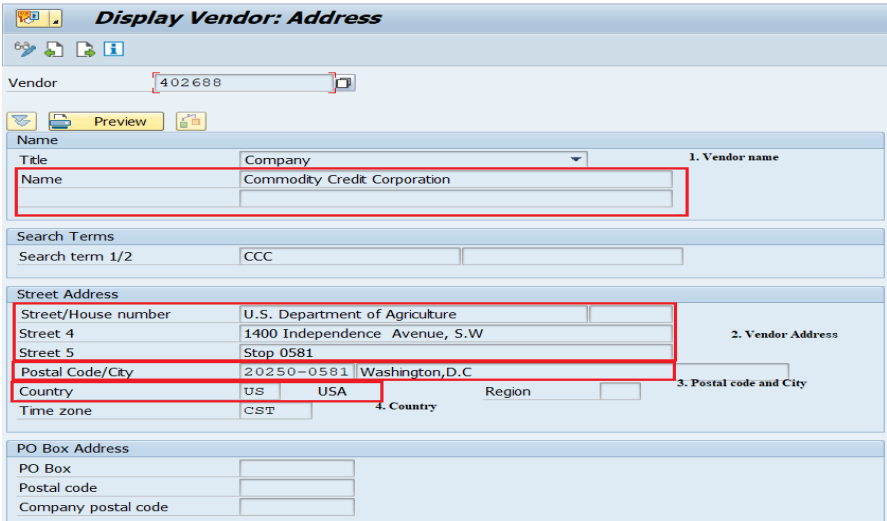
Display Vendor details to verify invoice document matches with vendor information in PAS system.

Menu Path	Accounting → Financial Accounting → Accounts Payable → Master Records → FK03 – Display
Transaction Code	FK03



SAP Screen Input field	Sample Value	Comments
Vendor		Click on the dropdown list and select the Vendor.
Company Code	GOM	Enter company code GOM
General Data	<input checked="" type="checkbox"/>	Tick all the options under General data
Company Code Data	<input checked="" type="checkbox"/>	Tick all the options under Company code data EXCEPT withholding tax

Press Enter or 



Display Vendor: Address

Vendor: 402688

Name

Title	Company	1. Vendor name
Name	Commodity Credit Corporation	

Search Terms


Search term 1/2: CCC

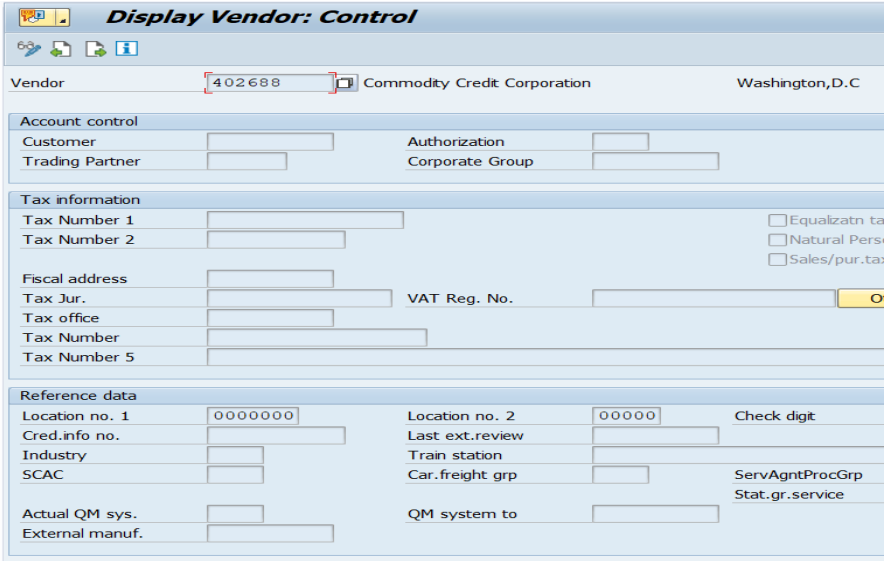
Street Address

Street/House number	U.S. Department of Agriculture	
Street 4	1400 Independence Avenue, S.W.	2. Vendor Address
Street 5	Stop 0581	
Postal Code/City	20250-0581 Washington, D.C.	3. Postal code and City
Country	US USA	4. Country
Time zone	CST	Region

PO Box Address

PO Box:
Postal code:
Company postal code:

- Verify the vendor name, address, postal code, city and country
- Click on next screen  to view another screen



Display Vendor: Control

Vendor: 402688 | Commodity Credit Corporation | Washington, D.C.

Account control

Customer: Authorization:
Trading Partner: Corporate Group:

Tax information

Tax Number 1: Equalizatn ta
Tax Number 2: Natural Pers
 Sales/pur.ta
Fiscal address:
Tax Jur.: VAT Reg. No.:
Tax office:
Tax Number:
Tax Number 5:

Reference data

Location no. 1	0000000	Location no. 2	00000	Check digit
Cred.info no.	<input type="text"/>	Last ext.review	<input type="text"/>	
Industry	<input type="text"/>	Train station	<input type="text"/>	
SCAC	<input type="text"/>	Car.freight grp	<input type="text"/>	ServAgntProcGrp
Actual QM sys.	<input type="text"/>	QM system to	<input type="text"/>	Stat.gr.service
External manuf.	<input type="text"/>			

- Click on next screen to view bank details

1. Bank a/c number		2. Account holder name		3. IBAN number, if required	
Ctry	Bank Key	Bank Account	Acct Holder	AK	IBAN
US	021030004	1 XXXXX	Commodity Credit Corporation		

4. Click on Bank Data to view Address details

- Verify bank account number, Account holder name, IBAN number for IBAN account. IBAN requirements are mentioned in Annex 1 of this manual.
- Click on “Bank Data Bank Data...” to view Bank details

5. Bank name

Bank name: Federal Reserve Bank of New York

Bank Branch: ABA 021030004

6. Sort code/ Clearing code/ABA no for specific Country Bank

7. SWIFT code

SWIFT/BIC: FRNYUS33

8. Click on Address to view Bank Address

- Verify the account holder bank name and SWIFT code. In addition, in the **Bank Branch** field ensure the sort code or clearing code or ABA number specified in the list matches with the code provided in the supporting documents.
- Click on the “further address” to view bank address and other relevant information.

Display Vendor: Payment transactions
Bank US 021030004

Name
Title
Name



Search Terms
Search term 1/2

Street Address

Street/House number	33 Liberty Street	
Street 4	U.S. Department of Agriculture 1400	9. Bank Address
Street 5	Independence Avenue, S.W Stop	
District	Stop 0581	
Postal Code/City	10045	New York
Country	US	USA
Time zone	CST	11. County

10. Postal code and City

PO Box Address
PO Box
Postal Code
Company postal code

- Verify the bank address, postal code, city and country
- Click on “Tick”  or close  screen

Display Vendor: Payment transactions
Bank Data


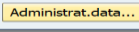

Bank Country: US
Bank Key: 021030004




Address

Bank name	Federal Reserve Bank of New York
Region	
Street	
City	
Bank Branch	ABA 021030004

Control data

SWIFT/BIC	FRNYUS33
Bank group	
<input type="checkbox"/> Postbank Acct	
Bank number	021030004

 Change Documents  

- Click on “Tick”  or close  screen
- Click on back  to close screen
- Verification is completed

FOREIGN CURRENCY PAYMENTS

Transaction Code: **FV60**

1. Fill “**Basic data**” as below

Park Vendor Invoice: Company Code GOM

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Amount split Notes

Vendor 300011 SGL Ind

Invoice date 30.11.2024 Reference 13N3PI (DS) 24476

Posting Date 31.12.2024

Amount 10,000.00 USD Calculate tax

Tax amount

Text Capacity building prgrm-waste dept staff

Company Code GOM GOVERNMENT OF MALDIVES Male'

Lot No.

0 Items (Screen Variant : Z_FV60_POST1_ITEMS_0100)

St... G/L acct Short Text D/C Amount in doc.curr. Loc.curr.amount T.. Busin... Cost center WBS element Assignment

SAP Screen Input field	Sample Value	Requirement	Comments
Vendor	300005	Mandatory	Click on the dropdown list and select the vendor. To purchase foreign currency, select the ID card no of audit card holder.
Invoice date	30.11.2024	Mandatory	Invoice date/ Bill date
Posting date	31.12.2024	System generated	Date which is used when entering the document in financial accounting or controlling.
Reference	13N3PI(DS)24476	Mandatory	Invoice/ Bill No
Amount	10,000	Mandatory	Total invoice amount.
Currency	USD	Mandatory	Select the foreign currency from the dropdown list.
Text		Mandatory	Enter short text (payment description)

2. Click on **Payment** tab and fill in the fields as below

SAP Screen Input field	Sample Value	Requirement	Comments
Baseline Dt	12.08.2009	Optional	Baseline date for due date calculation
Payment Terms	C000	Mandatory	Select due immediately (C000) for foreign payments.
Due on	12.08.2009	Optional	The due date for net payment is calculated from the baseline date for payment.
Payment Method	F	Mandatory	For Foreign Currency Payments use payment methods as follows: F- Foreign Transfer S- Letter of Credit M- Manual / Cash payment D- Foreign Bank Draft
House bank	MMA1	Mandatory	Click on the dropdown list and select the House Bank MMA1.
/Acct ID	00001	Mandatory	Click on the dropdown list and select the correct Account ID. All payments are expensed to Public bank account (PBA) ID 00001 except imprest account (project accounts) payments. For Imprest Account – To select account dedicated for the project.

3. Click on **Details** tab fill in the fields as below

SAP Screen Input field	Sample Value	Requirement	Comments
Assign.	1272/2024/0840	Mandatory	PV Number.
Bus. Area	1272	Mandatory	Click on the dropdown list and select the relevant business area.
Fund	C-GOM	Mandatory	Enter Fund Details

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Busin...	Cost center	WBS element	Assignment
✓	272004	Prj Cst-Wtr&Sant ...		10,000.00	154,200.00	IO	1272	C12729999		1272/2024/0840

↪ To enter “**Functional Area and Fund**” in the GL line item, scroll in the right-side bar **OR** else double click on GL line item

Park Vendor Invoice: Company Code GOM

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Amount split Notes Local currency

G/L 511005 Payables-Foreign
 Assign. 1272/2024/0840
 HeaderText
 Bus. Area 1272 Tr.part.BA
 Contract / Flow Type
 SCB Ind. Suppl. Cntry GB Serv. Ind.
 Fund C-GOM
 Func. Area 0000
 Funds Ctr 99999999 Cmnt Item T60

Vendor
 Address
 HSBC Bank PLC
 Level 17, 8 Canada Square
 LONDON E14 5HQ
 UNITED KINGDOM
 2079918888
 Bank details OIs

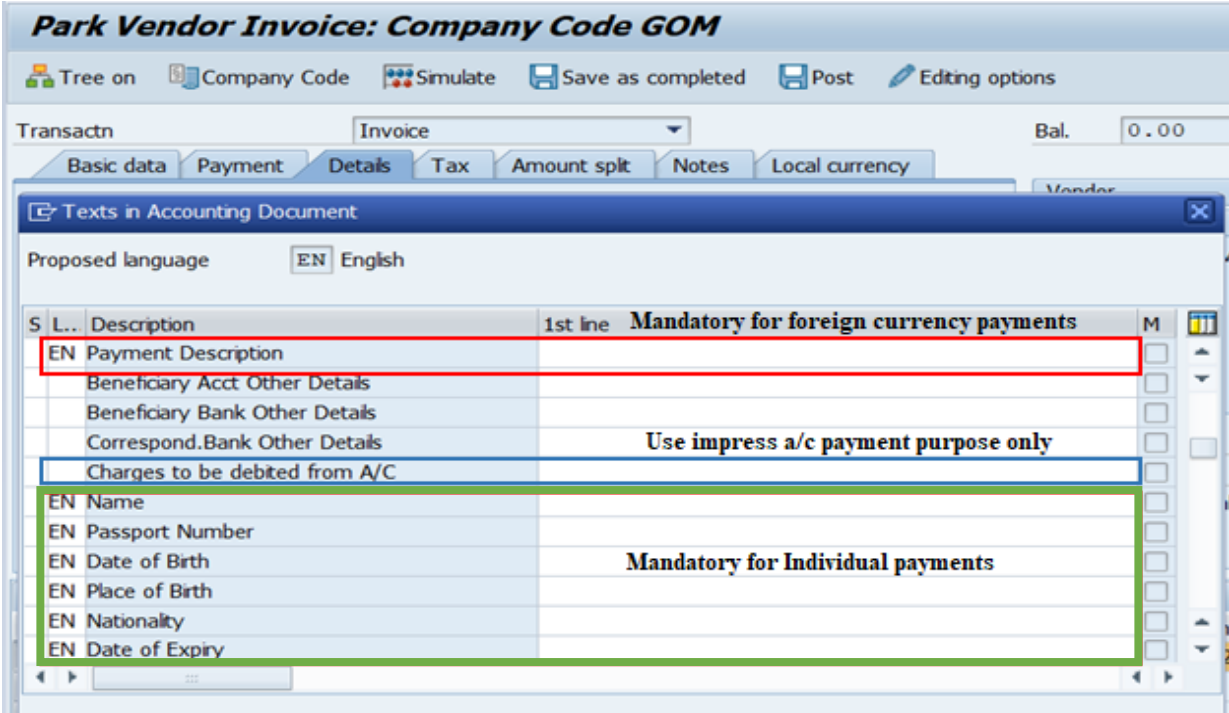
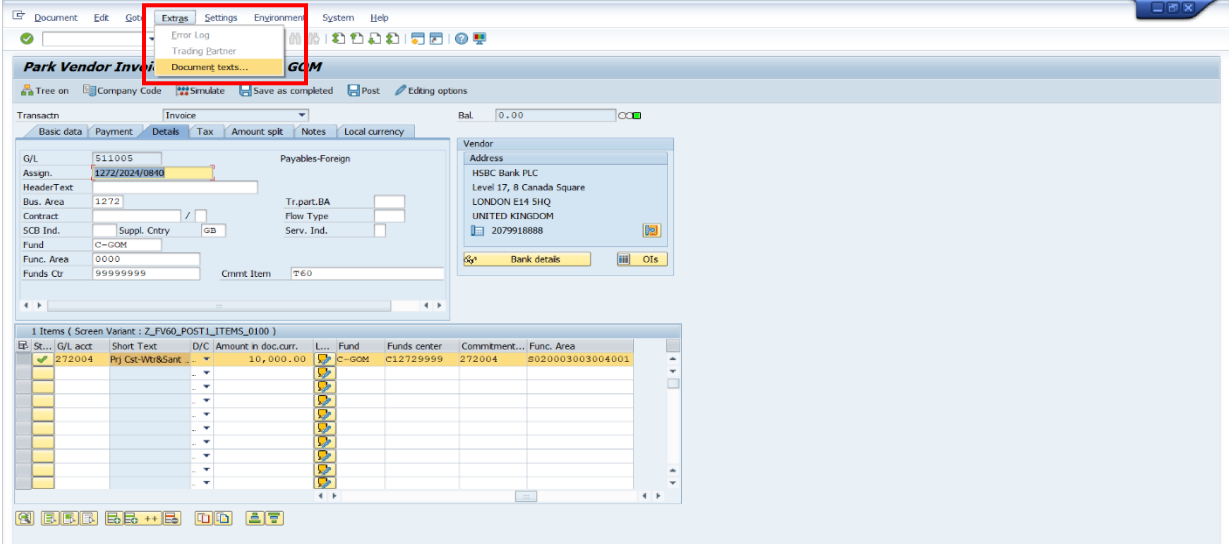
1 Items (Screen Variant : Z_FV60_POST1_ITEMS_0100)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	L...	Fund	Funds center	Commitment..	Func. Area
✓	272004	Cst-Wtr&Sant		10,000.00		C-GOM	C12729999	272004	S020003003004001

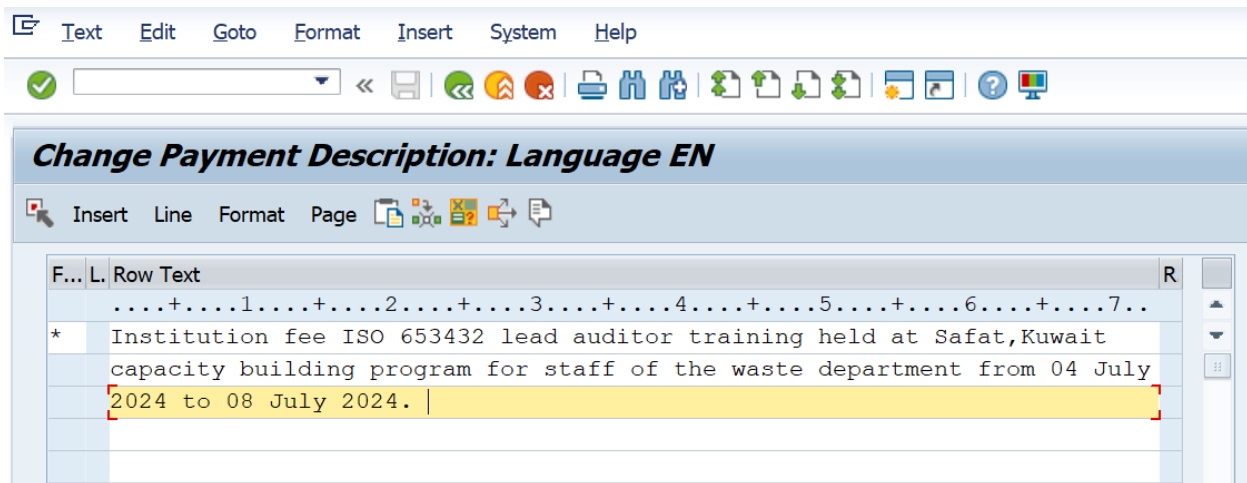
SAP Screen Input field	Sample Value	Requirement	Comments
G/L acct	272004	Mandatory	Enter GL account
D/C	Debit		Debit/Credit Indicator
Amount	10,000.00	Mandatory	Line item amount
Tax code	I0	Mandatory	Expense account will always use I0 (Input tax = 00)
Bus. Area	1272	Mandatory	Click on the dropdown list and select the relevant bus. area.
Cost center/WBS Element	C12729999	Mandatory	For PL account should always have CO object (Cost Ctr, WBS, IO, etc.). In this case cost center.
Assignment	1272/2024/0840	Mandatory	Enter PV number
Text		Mandatory	Enter short text
Funds Center	C12729999		Derived from cost center
Commitment Item	272004		Derived from GL account master data.
Fund	C-GOM	Mandatory	If cost center entered, fund is always C-GOM
Functional Area	S02003003004001	Mandatory	Enter functional area

- 4. After entering the payment details, follow the next steps to enter payment description bank charges and passport details (for payments made to individuals or in behalf of individuals).

Click on “Extras ⇒ Documents Texts”




- Fields marked in **Red** is mandatory for All foreign payments.
- Field marked in **Blue** is mandatory for Imprest Account **ONLY IF** the bank charges are deducted from another bank account. (E.g: **If the bank charges for imprest account payments are to be deducted from PBA write 220301**)
- Fields marked in **Green** are mandatory if the payments are paid to individuals or are paid on behalf of individuals (E.g: course fee payments to universities).
 - To write the description double click **“Payment description”**

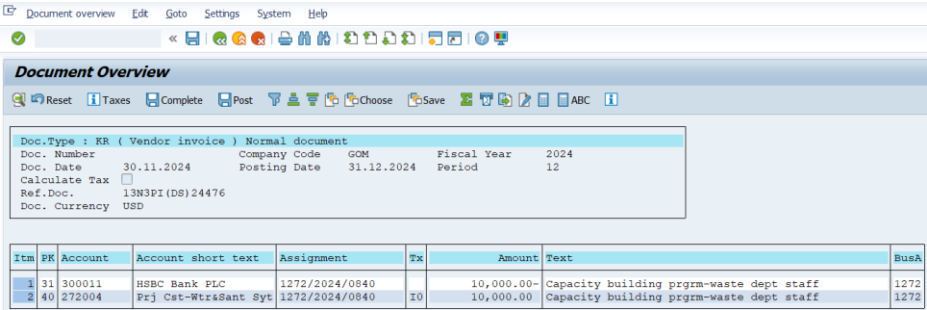



Write description as follows;

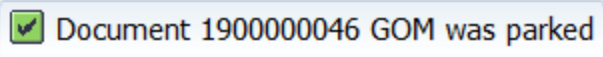
Individuals:	For Stipends	Scholarship details including stipend period
	For Other Payments	Purpose of payment with invoice number and date
College/Universities/Institutions		Scholarship details, invoice details (Eg: course fee, registration), invoice number and date
Other Vendors		Invoice details, invoice number and date

Enter payment description then click on Back button 

5. Click on Tick  and Press  Simulate



6. Press  **Park** button.



- 7. To change the currency selected, go to transaction code code **FBV2** or **FB02** to delete the amount in basic data.
- 8. Ensure supporting documents are attached in transaction code FBV2 or FBV3
- 9. To **Post** go to transaction **ZFV60_POST**

ANNEX 1**Details to be included in all overseas payments.**

1. Ordering Customer: Full name and address.
2. Beneficiary Customer Name and Address: Beneficiary account name and account number including beneficiary's legal name, address and country.
3. If beneficiary is an **individual** person: Passport copy of beneficiary.
4. **Purpose** of the payment including **invoice** number.
(e.g.: Consultancy fee for the services on assessment study on recycling of waste, as in invoice no: CS/1234)
5. BIC code of beneficiary's bank and a correspondent bank where necessary.
6. International Bank Account Number (IBAN). IBAN is mandatory for payments made to:
 - Middle East
 - Europe
 - United Kingdom
 - Turkey
 - Pakistan.
7. Clearing system codes for the following:

Payments made to:	Clearing system code
United States	Fedwire Routing Number
United Kingdom	UK Domestic Sort Code
Australia	Australian Bank State Branch (BSB) Code
India	Indian Financial System Code (IFSC)
South Africa	South African National Clearing Code
Germany	German Bankleitzahl

ANNEX 2Checklist

- 1 Verify vendor name, address, postal code, city and country from SAP (**FK03**)
- 2 Verify Bank Account number, Account holder name, IBAN number for IBAN a/c
- 3 Verify Bank name and SWIFT code
- 4 Ensure the Sort code or Clearing code or ABA number specified in the list and supporting documents is written in Bank Branch Field
- 5 Verify Bank Address, Postal code, City and Country
- 6 Enter payment details to **FV60**
 - Fill Basic Data
 - Fill Payment Details
 - Fill Details
 - Extra ⇨ Document Texts
 - ↳ Payment Description
 - ↳ Charges to be debited from A/C (Imprest accounts only if the bank charges are from Public Bank Account)
 - ↳ Passport Details (If the payments are paid to individuals or are paid on behalf of individuals (E. g: course fee payments to universities))
- 7 Stimulate and Park the document. Parked documents can be edited in **FBV2** or **FB02**
- 8 Attach supporting documents in **FBV2** or **FBV3**
- 9 Post the document in **ZF60_POST**

Notes

Payments made to individuals: These Payments are made directly to individuals. In this case, you need create individual vendor in SAP.

Do not select Foreign Currency if you are entering payment to local Vendor, even if the invoice amount is in foreign currency, as per MMA policy.