Ministry of Finance and Planning

# FOREIGN TRANSFER END USER MANUAL

SAP ACCOUNS PAYABLE MODULE

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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 $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Master Records $\rightarrow$ FK03 – Display
Transaction Code	FK03

⊡ Ve <u>n</u> dor <u>E</u> dit <u>G</u>	oto Extr <u>a</u> s	En <u>v</u> iror	nment	System	<u>H</u> elp							
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General Data			Tick a	all the opti	ons una	er Ge	enera	il da	ta			
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Actual QM sys. External manuf.

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🖉 🖨 Preview 🔓					- verify the vehiclor
Name					name address post
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					code, city and
Search Terms					country
Search term 1/2	CCC				-
Street Address					
Street/House number	U.S. Department of A	Agriculture			Click on next screet
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Street 5	Stop 0581				
Postal Code/City	20250-0581 Was	hington.D.C			Les to view another
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Postal code Company postal code Company postal code Postal cod	y Vendor: Contr [402688 ] Contr [40268	VAT Reg. No. Location no. 2 Last ext.review Train station	n W	rashington,D.C	<ul> <li>Click on next screen to view bank details</li> </ul>

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🖲 Display Ve	endor: Payment t	ransactions						
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/endor 402688 Commodity Credit Corporation Washington,D.C								
Bank Details	1. Bank a/c number	2. Account holder name			3. IBAN number, if required			
Ctry Bank Key	Bank Account	Acct Holder	Al	K IBAN	IBANValue	BnkT	Refe	
US 021030004	1 XXXX	Commodity Credit Corporation		1		ACC2		
Bank Data 4. Click	on Bank Data to view Addro	ess details						
Payment transactions	Dif	erent Payee in Document						
Alternative payee		Individual Entries						
DME Indicator		Entries for Referen.	Permi	tted Pay	ee			
Instruction key		L. L						
ISR Number								

- 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
- 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.

70	📕 Display	Vendor: Payment transactions
69	🔉 🔓 🗓	
Vend	lor	402688 Commodity Credit Corporation Washington,D.C
Ba	🖻 Bank Data	X
Ct US	Bank Country Bank Key	US D 021030004
	Address	5. Bank name
	Bank name	Federal Reserve Bank of New York
	Region	
	Street	
	City	
	Bank Branch	ABA 021030004
Par		6. Sort code/ Clearing code/ABA no for specific Country Bank
Alt	Control data	7. SWIFT code
DI	SWIFT/BIC	FRNYUS33
In	Bank group	
IS	Postbank Acct	
	Bank number	021030004
		8 Click on Address to view Bank Address
		Change Documents Administrat.data

	21030004					Verify the bank
Name						
Title		1	-	-		address, postal code
Name						
						city and country
						5
Search Term	s					
Search term	1/2					
						- 01' 1 (77' 1
Street Addre	ss					
Street/Hous	e number	33 Liberty St	reet			
Street 4		U.S. Departm	nent of Agriculture 1400	9. B	ank Address	or close <b>screen</b>
Street 5		Independen	ce Avenue, S.W Stop			
District		Stop 0581				
Postal Code	'City	10045	New York	10 Destal and		
Country		US U:	SA Region	10. Postal code a	nd City	
Time zone		CST	11. County			
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PO Box						
Postal Code						
Company po	stal code					
		_				
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Region Street City	play Vendor US CI 021030	r: Paymer	nt transactions			<ul> <li>Click on "Tick or close screen</li> <li>Click on back to the click on back t</li></ul>
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Can be and the second s	Play Vendor US 00 021030 Federal R ABA 0210	r: Paymer	nt transactions		×	<ul> <li>Click on "Tick or close screen</li> <li>Click on back to close screen</li> </ul>
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Carl Control Carl Control Carl Control Carl Control Carl Carl Control Carl	play Vendor US 00 021030 Federal R ABA 0210 FRNYUS	r: Paymer 004 eserve Bank of 30004	New York		×	<ul> <li>Click on "Tick or close screen</li> <li>Click on back close screen</li> </ul>
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### FOREIGN CURRENCY PAYMENTS

#### Transaction Code: **FV60**

1. Fill **"Basic data"** as below

Park Vendor	Invoice: C	ompany Co	ode GOM					
Tree on Con	npany Code 🛛 🎇	Simulate 🛛 🔚 Sa	ave as completed	🔚 Post 🛛 🖉	Editing optic	ins		
Transactn Basic data Payr	Invoid ment Details	ce Tax Amoun	T split Notes	]		Bal. 0.00		040
Vendor	300011	S	GL Ind	]				
Invoice date	30.11.2024	1 R	eference 1	3N3PI (DS) 244	76			
Posting Date	31.12.2024	1			_			
Amount	10,000.00	υ	SD	Calculate tax				
Tax amount				Ŧ	_			
Text	Capacity buildin	ng prgrm-waste de	ept staff		D			
Company Code	GOM GOVERN	Ment of Maldi	VES Male'					
Lot No.								
0 Items ( Screen V	ariant : Z_FV60_P	OST1_ITEMS_01	) ( 00					
🗈 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

Park Vendor Invoice: Company Code GOM									
Tree on 🔄 Compa	ny Code 🛛 📅 Simulate	e 🔚 Save as completed	Post 🖉 Editing opt	tions					
Transactn Basic data Paymen BaselineDt 30.11 Due on 30.11 Discount Disc.base Pmt Method F Inv.ref. Part. Bank ACC2	Invoice nt Details Tax . 2024 . 2024 USD USD	Amount split Notes Payt Terms C000 r To be calcultd Pmnt Block House Bank	Local currency Days Days Days net Fixed Free for payment	Bal.    0.00      Vendor      Address      HSBC Bank PLC      Level 17, 8 Canada Square      LONDON E14 5HQ      UNITED KINGDOM      Image: 2079918888      Image:					
1 Items ( Screen Varia	nt : Z_FV60_POST1_IT	EMS_0100)							
St G/L acct Sho	rt Text D/C A	mount in doc.curr. L	Fund Funds center	Commitment Func. Area	*				

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	<ul> <li>For Foreign Currency Payments use payment methods as follows:</li> <li>F- Foreign Transfer</li> <li>S- Letter of Credit</li> <li>M- Manual / Cash payment</li> <li>D- Foreign Bank Draft</li> </ul>					
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

Park Ven	dor Invoice: Con	npany Code	GOM					
晶 Tree on 🛛	Sim Company Code	ulate 🛛 🔚 Save a	as completed	Post	🧷 Editing opti	ons		
Transactn	Invoice		<b>V</b>			Bal.	10,000.00-	<b>X</b> 00
Basic data	Payment Details I	ax Amount spir	t Notes Loc	cal currenc	су –	Vendo	)r	
G/L	511005		Payables-Foreign			Add	ress	
Assign.	1272/2024/0840					Kuv	vait Fund For Arab Economic	
HeaderText						Dev	velopment	
Bus. Area	1272		Tr.part.BA			PO	Box 2921	
Contract	1	]	Flow Type			130	30 SAFAT	
SCB Ind.	Suppl. Cntry	KW	Serv. Ind.				22999000	
Fund	C-GOM							
Func. Area	0000					Sec	Bank details	III OIs
Funds Ctr	99999999	Cmmt Item	т60					
4 F		***			₹ F			

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

Park Ven	Park Vendor Invoice: Company Code GOM							
📇 Tree on 🛛	🛄 Company Code 🛛 😭	Simulate	🔚 Save as comp	leted 🛛 🔚 Post	🧷 Editing o	ptions		
Transactn	Invo	ice	*			Bal. 0.00	)	00
Basic data	Payment Details	Tax	Amount split No	tes Local curren	су	Vendor		
G/L	511005		Payable	s-Foreign		Address		
Assign.	1272/2024/0840					HSBC Bank	PLC	
HeaderText					_	Level 17, 8	Canada Square	
Bus. Area	1272	. —	Tr.par	t.BA	_	LONDON E	L4 5HQ	
Contract	Suppl Cater		Flow I	ype Ind			NGDOM	
Eupd	C=COM	GB	Serv.	ind.		207991	.0000	
Func. Area	0000					Sec Ba	nk details	<b>OIs</b>
Funds Ctr	99999999	_ (	Cmmt Item T60					
1 Items ( Sc	reen Variant • 7 EV60 E		EMS 0100 )		4 F			
B St G/L ac	ct Short Text	D/C Ar	nount in doc.curr.	Loc.curr.amount	T., Busir	n Cost center	WBS element	Assignment
27200	4 Prj Cst-Wtr&Sant	<b>-</b>	10,000.00	154,200.	0010 127	2 C12729999		1272/2024/08
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Solution 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 opt	tions					
Transactn Invoice  Basic data Payment Details Tax Amount split Notes Local currency	Bal. 0.00					
Scher data     Faile     Faile     Faile       S/L     511005     Payables-Foreign       Assign.     1272/2024/0840       HeaderText     Image: Second and Second						
┫ ▶ ₩ ↓						
I Items ( Screen Variant : Z_FV60_POST1_ITEMS_0100 )           Image: 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 <u>\$020003003004001</u>					

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	10	Mandatory	Expense account will always use I0 (Input tax = O0)
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).

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Transactn Invoice	Bal. 0.00 CC
Basic data Payment Details Tax Amount splt Notes Local currency	Vendor
G/L 511005 Payables-Foreign	Address
Assign. 12/2/2024/0810 HeaderText	HSBC Bank PLC Level 17, 8 Canada Square
Bus. Area 1272 Tr.part.BA	LONDON E14 5HQ
SCB Ind. Suppl. Cntry GB Serv. Ind.	2079918888 [J]
Fund C-GOM Func, Area 0000	Sa* Bank details
Funds Ctr 99999999 Cmmt Item T60	
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1 Items ( Screen Variant : Z_EV60_POST1_ITEM5_0100 )	
E St., G/L acct Short Text D/C Amount in doc.curr. L., Fund Funds center	CommitmentFunc.Area
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Click on	"Extras ⇒	Documents	Texts"
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Park Vendor Invoice: Company Code GOM					
Tree on Company Code	🚽 Save as completed 🛛 📙 Post 🖉 Editing options				
Transactn Invoice Basic data Payment Details Tax An The Texts in Accounting Document Proposed language EN English	Bal. Notes Local currency Vander	0.00			
S L Description EN Payment Description Beneficiary Acct Other Details Beneficiary Bank Other Details Correspond.Bank Other Details Charges to be debited from A/C	1st ine Mandatory for foreign currency payments Use impress a/c payment purpose only				
EN Name EN Passport Number EN Date of Birth EN Place of Birth EN Nationality EN Date of Expiry	Mandatory for Individual payments				
		4 1			

- 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).
  - o 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 dand Press 🔛 Simulate

C D	<sup>27</sup> Document overview Edit Goto Settings System Help								
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De	с. T	700 : KR ( )	Vendor invoice ) Norm	al document					
Do	c. 1	Number	Compa	ny Code GOM		Fiscal Year	2024		
Do	Doc. Date 30.11.2024 Posting Date 31.12.2024 Period 12								
Ca	Calculate Tax								
Do	Doc. Currency USD								
Itn	PK	Account	Account short text	Assignment	Тx	Amount	Text		BusA
1	31	300011	HSBC Bank PLC	1272/2024/0840		10,000.00-	Capacity building pro	urm-waste dept staff	1272
2	40	272004	Prj Cst-Wtr&Sant Syt	1272/2024/0840	IO	10,000.00	Capacity building pro	grm-waste dept staff	1272

6. Press Park button.

Document 1900000046 GOM was parked

- 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 2

#### **Checklist**

- 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
    - Solution Payment Description
    - Scharges 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**

#### <u>Notes</u>

**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.