# FB60 – Vendor Invoice for Expense Booking without PO



* Input **FB60** in **Transaction box** and press **Enter** key

# Document Header Data Information



The following are the Input fields under the Document Header data of Vendor Invoice

* **Vendor:** Input the Vendor Number in the Vendor field with help of press “F4” button to search vendor number.
* **Invoice Date:** Input the Invoice date in the field
* **Posting Date:** Input the transaction date in the Posting date field
* **Currency:** Input the Currency INR in the Currency field
* **Reference:** Input the Reference field with Reference (invoice) number
* **Text:** Input the Text Information in text field Eg: Vendor invoice posting with Tax
* **Calculate Tax:** Check the Calculate Tax check box for calculating tax. Select respective tax from drop down list Eg: C3 5% VAT+1% TCS
* **Section Code:** Input the Withholding tax section code in this field in case of TDS is applicable.



Withholding Tax/WCT Labour cess etc tax applicable: System will automatically populate the Withholding tax information as it was updated in Vendor Master Data. We can change the details of withholding tax if required.

# Document Line Item Data



The following are the Input fields under the Line Item data to be filled.

* **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
* **Debit/Credit:** Select Debit/Credit option from drop down list
* **Text Field:** Input the Text information e. g.: Vendor Invoice posting with Tax
* **Cost Center:** Place the cursor on the field and press F4. Select the respective Cost Center and press Enter key
* **Profit Center:** Profit Center will get automatically updated (through Cost Center Profit Center will get updated) as configured.

# Simulation of Transaction before posting:



**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

* Check the entries, if the entries are correct, click to Post Button
* If the entries are not okay, then go to main screen and take required action to correct it.



Click on **Save** icon

# Document Posting



* Document is posted, An information will be populated at the bottom of the screen

# Document Display View



We can view the transaction in two ways:

* Display Document: From Menu bar select **Document** option it will display the options **Change, Display, Post** and **Save as completed**. Choose **Display** option. Document successfully got posted will get displayed
* Input **FB03** in Transaction box and system will take us to Document Display screen. Input the Document number and Press Enter key. Document posted will get displayed.

**Manual End**