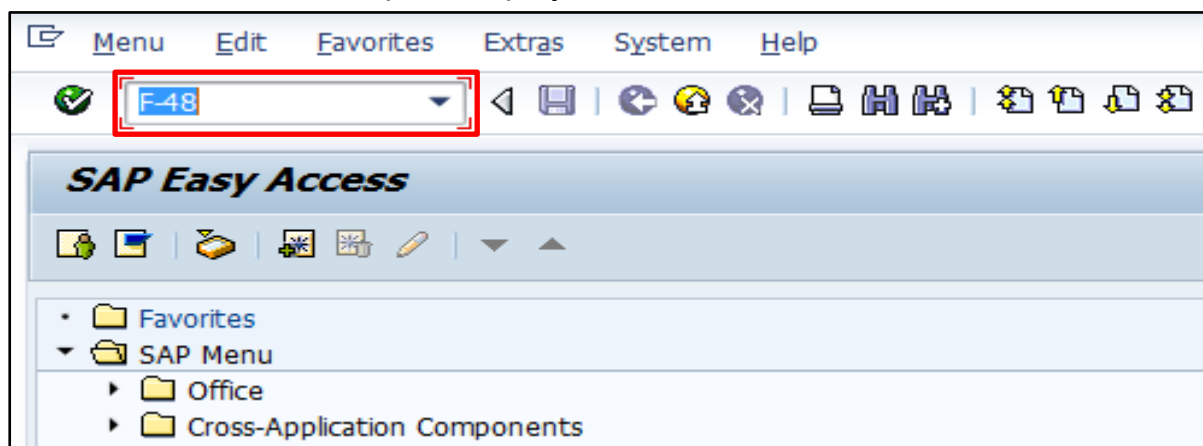




Project – JBVNL
Vendor Down (Advance) Payment Posting
End User Manual - FICO



1. F-48 – Vendor Down (Advance)Payment



- Input **F-48** in **Transaction box** and press **Enter** key

2. Document Header Data Information

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment: Header Data

New Item Requests

Document Date	23.01.2018	Type	KZ	Company Code	1000
Posting Date	18.02.2018	Period	11	Currency/Rate	INR
Document Number		Translation dte			
Reference		Cross-CCode No.			
Doc.Header Text	VENDOR DOWN PAYMENT				
Trading part.BA		Tax Report Date			

Vendor

Account	1000004	Special G/L ind	a
Altern.comp.cde			

Bank

Account	2242002	Business Area	
Amount	2000	LC amount	
Bank charges		LC bank charges	
Value date	18.02.2018	Profit Center	
Text	vendor advance payment	signment	

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

- **Document Date:** Input the Invoice date in the field
- **Posting Date:** Input the transaction date in the Posting date field
- **Document Type:** Input the Document type **KZ** for Vendor Down payment
- **Company Code:** Input the Company code 1000 in this field
- **Currency:** Input the Currency INR in the Currency field
- **Reference:** Input the Reference field with Reference (invoice) number

Vendor Information: Under the Vendor section

- **Vendor:** Input the Vendor Number in this field

- **Special G/L ind:** Place the cursor on the field and press F4. Down Payment options will appear in a separate window, select the respective option and press Enter key

Bank Data : Under this Section

- **Account:** Place the cursor on the field and press F4. List of GL Accounts will appear, select respective Bank outgoing GL Account and press Enter key
- **Amount:** Input the amount
- **Profit Center:** Input the respective Profit center by selecting from the drop down list
- **Text:** Input the text information in this field

3. Document Line Item Data

The screenshot shows the SAP 'Post Vendor Down Payment Correct Vendor item' form. A red box highlights the following fields:

- Vendor: 1000004
- Company Code: 1000
- JBVNL, Ranchi
- RANCHI
- Item 2 / Down payment made / 29 A
- Amount: 2,000.00

Other visible fields include:

- G/L Acc: 2251001
- Calculate tax: ☐
- Bus./sectn:
- Real estate: ☐
- Purch.Doc.:
- Profit Ctr:
- Flow Type:
- Contract:
- Assignment:
- Text: vendor advance payment
- Long Texts:

The following are the Input fields under the Line Item data

- **Amount:** Input the value/amount
- **Text Field:** Input the Text information Eg: Vendor Advance Posting



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- **Profit Center:** Place the cursor on the field and press F4. Select respective Profit center and press Enter key.
- **Click on Document option and click on simulate option to view the accounting entry after that click on Post Button or Press Ctrl+ S to save the document.**

4. Document Posting

✓ Document 1100000017 was posted in company code 1000



- Click on Post option in the Menu bar
- Document is posted, An information will be populated at the bottom of the screen

5. Document Display View

Display Document: Data Entry View

Document Number: 1100000017, Company Code: 1000, Fiscal Year: 2017
Document Date: 23.01.2018, Posting Date: 18.02.2018, Period: 11
Reference: , Cross-Comp.No.: , Currency: INR, Texts exist: ☐, Ledger Group:

C...	Item	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan...	Unit	Plant	Purch.Doc.	Value da...	Tx	G/L Acc	A D	Assign.	Item	Profit Ctr
10...	1	50			2242002	ALB OUTGOING-71660	2,000.00-	INR						18.02.2...		2242002	S H	20180218		1000000
	2	29	A		1000004	JBVNL	2,000.00	INR								2251001	K S	20180218		

We can view the transaction in two ways:

- **Display Document:** From Menu bar select **Document** option it will display the options **Change, Display and Other Document**. 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