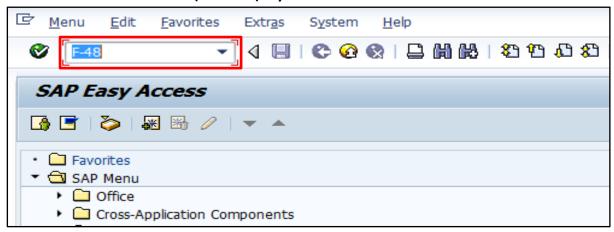1. **F-48 – Vendor Down (Advance)Payment**

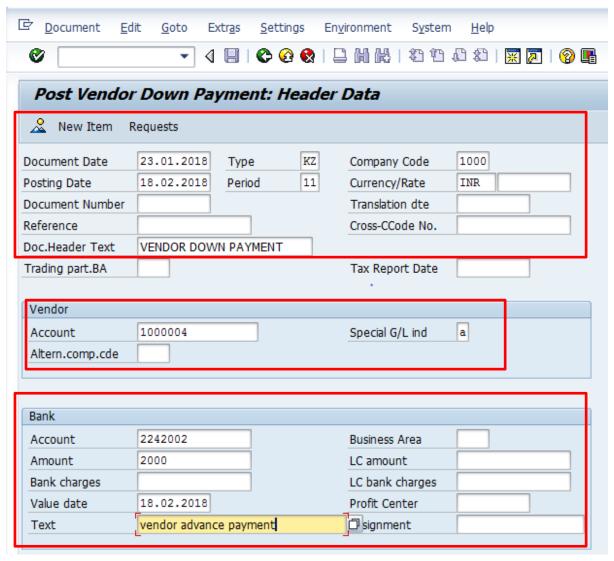

- Input **F-48** in **Transaction box** and press **Enter** key

2. Document Header Data Information

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

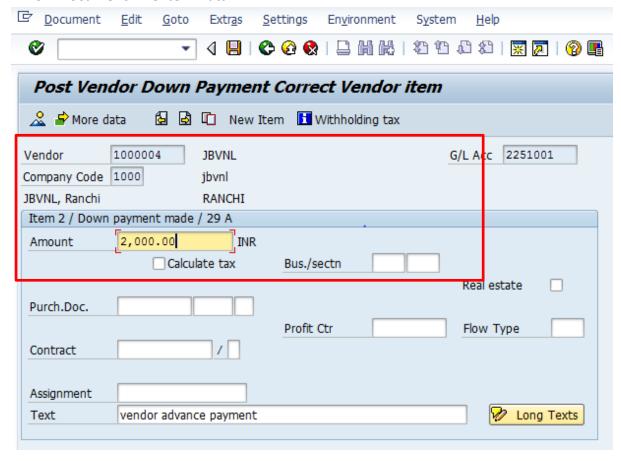- **Vendor:** Input the Vendor Number in this field

- **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 following are the Input fields under the Line Item data

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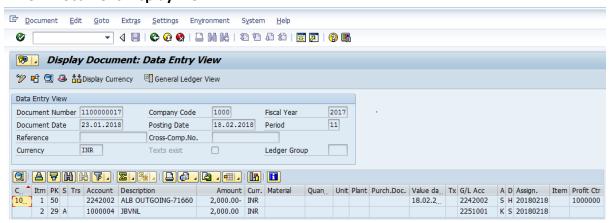- **Text Field:** Input the Text information Eg: Vendor Advance Posting

- **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   SAP

- 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

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Display Document: Data Entry View

Display Currency   General Ledger View

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...	Itm	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