# F-28– Customer Incoming Receipt



* Input **F-28** in **Transaction box** and press **Enter** key

# Customer Incoming Receipt



The following are the Input fields under the Document Header data of Vendor Outgoing 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 **DZ** for Customer Payment
* **Company Code:** Input the Company code 1000 in this field
* **Currency:** Input the Currency INR in the Currency field
* **Clearing Text:** Input the text information in this field

**Bank Data:** Under this Section

* **Account:** Place the cursor on the field and press F4. List of GL Accounts will appear, select respective Bank Incoming GL Account and press Enter key
* **Amount:** Input the amount
* **Text:** Input the text information in this field

**Open Item Selection:** Under the section

* **Account:** Input the Customer Number in this field
* **Account Type:** Input the Account type “**D**” (Customers) from drop down list and click on **Process Open items** button



* Select All items Icon and select Deactivate items tab
* Double Click on the line items(Debit and Credit) which will get activated(turns in to Blue colour)
* Select Document option in Menu, choose Simulate option.

# 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.

# 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**