# F-48 – Vendor Down (Advance)Payment



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

# 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

# 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.**

# Document Posting



* Click on Post option in the Menu bar
* 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 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**