



**THE BEST-RUN BUSINESSES RUN SAP™**



**Area : Financial Accounting**  
**Area : FI – Accounts Payable**  
**Scenario : AP Posting using Special GL Indicators**

#### INTRODUCTION AND PREPARATION STEPS

NO	DESCRIPTION
1	Access SAP system through SAP Logon Pad (SAP GUI)
2	Enter your user ID and password.
3	Execute transaction code F-43 to make the Vendor document posting using Special GL Indicator
4	Posting Period to be open for posting to be made to FI
5	Vendor document posting using Special GL Indicator

#### TRANSACTIONAL STEPS

Step NO	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION						
1	Vendor Advance (Down) Payment posting	<p><input type="checkbox"/> <b>Menu Path – Accounting – Financial Accounting – Accounts Payable – Document Entry – Invoice-General</b></p> <ul style="list-style-type: none"><li>❖ The requirement to post the Vendor document using the “Special GL Indicator” for tracking special transactions like the down payment, security deposits which are posted to an alternate reconciliation account instead of the main reconciliation account of the Vendor.</li><li>❖ Enter the transaction code in the command box on the easy access screen which will take you to the Vendor document posting for Special GL Transactions.</li></ul>						
2	Vendor Advance (Down) payment Posting	<table><tr><th>Field</th><th>Description</th><th>Example</th></tr><tr><td>Document Date</td><td>The document date is the date on which the original document was issued.</td><td>22.05.2009</td></tr></table>	Field	Description	Example	Document Date	The document date is the date on which the original document was issued.	22.05.2009
Field	Description	Example						
Document Date	The document date is the date on which the original document was issued.	22.05.2009						



## DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS				
		Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	22.05.2009
		Document Type	The document type classifies the accounting documents. It is stored in the document header.	KZ ( <b>Select Vendor Payment</b> )
		Company Code	Company Code in which the posting to be made	1000
		Currency/Rate	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made. In case of posting with foreign currency, the exchange rate can be manually put in or it can also be picked up the system if the exchange rate is maintained for the currency translations.	AED
		Reference	The reference document number is used as a search criterion when displaying or changing documents.	DP-01
		Document Header Text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	Test for Ven Down Payment
		Posting Key	Select the Posting Key -29 if you are debiting the Vendor	29
		Vendor	Vendor Number for whom transaction with Special GL Indicator to be posted	1
		Special GL Indicator	Select the appropriate Special GL Indicator – A for down payment	A
		Amount	Amount of down payment to be posted	500
		Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	AED



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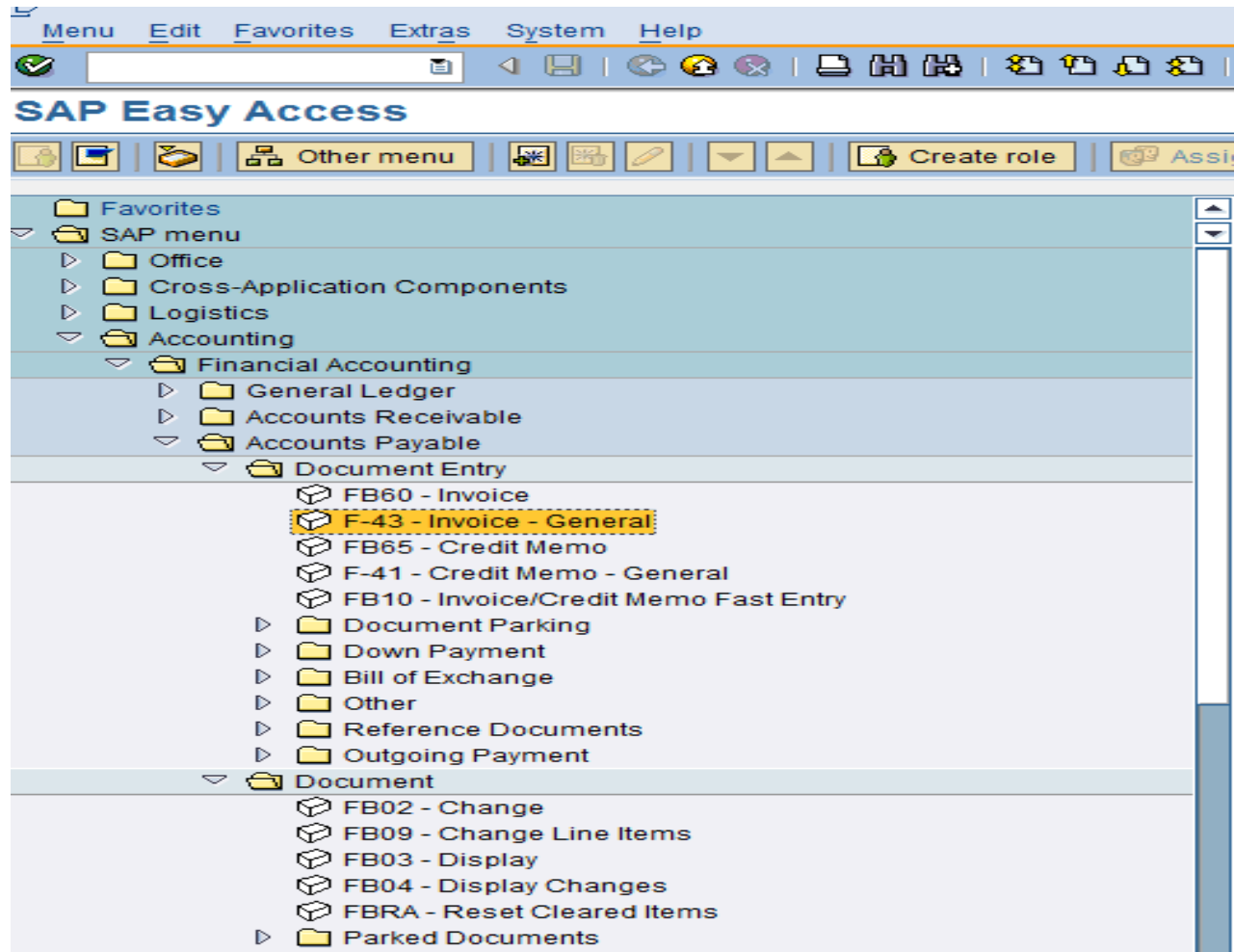
DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS		DATA INPUT / DESCRIPTION		
		Posting Key	Select the credit posting key. Credit key is 50 for GL Account	50
		GL Account	Select the GL Account for which the credit posting need to be made	100050 (Bank GL Account)
		Amount in Doc Currency	Enter the amount to be posted	500
		Profit Center	The profit center for the bank GL Account	10000100
		(This completes the Document to be posted)		



## PROCESS STEPS

Select the transaction F-43 for Vendor document posting using the Special GL Indicator





THE BEST RUN BUSINESSES RUN SAP  
BUSINESS PROCESS STEPS



DATA INPUT / DESCRIPTION

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date 220509 Type KZ Company Code 1000  
Posting Date 22.05.2009 Period 5 Currency/Rate AED  
Document Number  
Reference DP-01 Translatn Date  
Doc.Header Text Test for Ven Down Payment Cross-CC no.  
Trading Part.BA

First line item  
PstKy 29 Account 6 SGL Ind TType

Document Type (1) 39 Entries found  
Help View for Document Types

Type	Description
AA	Asset Posting
AB	Accounting Document
AF	Depreciation Pstngs
AN	Net Asset Posting
CH	Contract Settlement
DA	Customer Document
DG	Customer Credit Memo
DR	Customer Invoice
DZ	Customer Payment
EU	Euro Rounding Diff.
EX	External Number
KA	Vendor Document
KG	Vendor Credit Memo
KN	Net Vendors
KP	Account Maintenance
KR	Vendor Invoice
KZ	Vendor Payment
ML	ML Settlement
PP	Price Change

39 Entries found

Select the appropriate document type for Vendor Payment. Select "KZ"

Select the appropriate company code for posting & the currency for posting.



PROCESS STEPS

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Header Data

Held document Acct model Fast Data Entry Post with reference Editing

Document Date 220509 Type KZ Company Code 1000  
Posting Date 22.05.2009 Period 5 Currency/Rate AED  
Document Number  
Reference DP-01 Translatn Date  
Doc.Header Text Test for Ven Down Payment Cross-CC no.  
Trading Part.BA

First line item  
PstKy 29 Account 6 GL Ind TType  
601970  
601990  
600930

Posting Key for the Next Line Item (1) 65 Entries found

Restrictions

PK	Acc...	D/C	Posting key name
19	C	C	Special G/L credit
1A	C	C	CH Cancel.Bill.docDe
1B	C	C	CH Credit memo Deb
1C	C	C	CH Credit memo Deb
1X	C	C	CH Clearing Cred
1Y	C	C	CH Cancel.Cr.memo C
12	C	C	CH Bill.doc. Cred
21	V	D	Credit memo
22	V	D	Reverse invoice
24	V	D	Other receivables
25	V	D	Outgoing payment
26	V	D	Payment difference
27	V	D	Clearing
28	V	D	Payment clearing
29	V	D	Special G/L debit
31	V	C	Invoice
32	V	C	Reverse credit memo
34	V	C	Other payables
35	V	C	Incoming payment
36	V	C	Payment difference
37	V	C	Other clearing
38	V	C	Payment clearing
39	V	C	Special G/L credit
40	G	D	Debit entry
50	G	C	Credit entry

65 Entries found

Select the Appropriate Posting Key for Sepcial GL Debit to Vendor. Select the posting key 29.



BUSINESS PROCESS STEPS

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date 220509 Type KZ Company Code 1000  
Posting Date 22.05.2009 Period 5 Currency/Rate AED  
Document Number  
Reference DP-01 Translatn Date  
Doc.Header Text Test for Ven Down Payment Cross-CC no.  
Trading Part.BA

Special G/L ind. (1) 16 Entries found

Restrictions

SG	Description
A	Advance (Down) Payment-ST
B	Advance (Down) Payment-LT
C	Virement à échéance
D	Discounts
F	Down Payment Requests
G	Guarantee received
H	Security deposit
I	Down Payments, Intang. Assets
M	Down Payments, Tangible Assets
O	Down Payments, Amortization
P	Payment request
R	R
S	Check/Bill of Exchange
T	T
V	Down Payments, Stocks
W	Rediscountable Bills of Exch.

16 Entries found

First line item

PstKy 29 Account 1 SGL Ind A TType

Insert the appropriate vendor for whom the down payment needs to be made.

Select the appropriate Special GL Indicator whether A or B depending on whether it is a short term or long term advance payment.



STEPS

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Payment: Correct Vendor item

More data Acct model Fast Data Entry Taxes

Vendor 1 ABC Electronics LLC G/L Acc 200150

Company Code 1000

National Holding LLC

Item 1 / Down payment made / 29 A

Amount 500,00 AED

☐ Calculate tax

Bus. Area

Discount %

Disc. Amo

Profit Ctr

Contract

Assignment

Text

Next line item

PstKy 50 Account 100050 GL Ind

Insert the amount of down payment.

Select the Credit Posting Key - 50 for GL account

Select the appropriate Bank GL Account from which the payment needs to be made.





STEPS

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Payment: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 100050 NBAD - EIIC - AED - 0157005738

Company Code 1000 National Holding LLC

Item 2 / Credit entry / 50

Amount 500 AED

Profit Center 0010000100

Value Date 22.05.2009

Assignment

Text

Next Line Item

PstKy Account SGL Ind New co.code

Insert the amount of down payment.

Insert the profit center for the Bank GL.

More

Long Texts



PROCESS  
STEPS



DATA INPUT / DESCRIPTION

Document Edit Goto Extras Settings Environment System Help

Other document Shift+F5  
Post with reference  
Get held document  
**Simulate Shift+F9**  
Simulate General Ledger  
Reset  
Post Ctrl+S  
Save as completed Ctrl+Shift+F6  
Park Shift+F4  
Hold  
Exit Shift+F3

G/L account item

Fast Data Entry Taxes

AED - 0157005738

Calculate tax

Profit Center 0010000100

Value Date 22.05.2009

Assignment

Text

Long Texts

Next Line Item

PstKy Account SGL Ind New co.code

Before posting, go to Document - Simulate for viewing the document.



PROCESS  
STEPS



DATA INPUT / DESCRIPTION

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Payment: Display Overview

Display Currency Taxes Reset

Document Date	22.05.2009	Type	KZ	Company Code	1000
Posting Date	22.05.2009	Period	5	Currency	AED
Document Number	INTERNAL	Fiscal Year	2009	Translatn Date	22.05.2009
Reference	DP-01			Cross-CC no.	
Doc.Header Text	Test for Ven Down Payment			Trading Part.BA	

Items in document currency

PK	BusA	Acct		AED	Amount	Tax amnt
001	29A	0000000001	ABC Electronics LLC		500,00	
002	50	0000100050	NBAD-EIIC		500,00-	



PROCESS STEPS

The screenshot shows the SAP Fast Data Entry (FSE) interface. The 'Document' menu is open, and 'Simulate General Ledger' (Ctrl+F12) is highlighted. The background shows the 'Company Overview' section with fields for Company Code (1000), Currency (AED), and Translation Date (22.05.2009). Below this is a table with columns 'AED', 'Amount', and 'Tax amnt'.

	AED	Amount	Tax amnt
001 29A 0000000001 ABC Electronics LLC		500,00	
002 50 0000100050 NBAD-E		500,00-	

**Go to Document, simulate General Ledger to view how the document gets posted in the GL view.**



PROCESS  
STEPS

List Edit Goto Views Settings System Help

General Ledger Simulation

Document Date22.05.2009Posting Date22.05.2009Fiscal Year2009

ReferenceDP-01Cross-co. code no.Posting Period5

CurrencyAEDLedger GroupLedger0L

C...	Itm	L.item	P	S	G/L Account	G/L account name	Amount	Curr.	Profit Center
1000	1	000001	29	A	200150	Supp. Adv. Pay.	500,00	AED	10000100
	2	000002	50		100050	NBAD-EIIC	500,00-	AED	10000100

The profit center for the payables got derived from the Bank GL account due to activation of document splitting.

STEPS

The screenshot shows the SAP Fast Data Entry interface. The 'Document' menu is open, and the 'Post' option is highlighted. The interface includes fields for Company Code (1000), Currency (AED), and Translation Date (22.05.2009). Below these fields is a table with columns for AED, Amount, and Tax amnt. The table contains two rows of data: 001 29A 0000000001 ABC Electronics LLC with an amount of 500,00, and 002 50 0000100050 NBAD-EIIC with an amount of 500,00-.

**Document Menu Options:**

- Other document (Shift+F5)
- Post with reference
- Get held document
- Simulate
- Simulate General Ledger (Ctrl+F12)
- Reset
- Post (Ctrl+S)**
- Save as completed (Ctrl+Shift+F6)
- Park (Shift+F4)
- Hold
- Exit (Shift+F3)

**Fast Data Entry Fields:**

- Company Code: 1000
- Currency: AED
- Translatn Date: 22.05.2009
- Cross-CC no.:
- Trading Part.BA:

**Table Data:**

	AED	Amount	Tax amnt
001 29A 0000000001 ABC Electronics LLC		500,00	
002 50 0000100050 NBAD-EIIC		500,00-	

**Callout Box:**

You can post the document if the document is complete & correct for posting. Also you can park the document by using the park option.

Once you save the data after the data entry is complete, the Vendor document is saved and an Accounting Document created.

Document 300000002 was posted in company code 1000



PROCESS STEPS

You can view the Accounting Document generated via the transaction FB03.

**Display Document: Initial Screen**

Document List | First Item | Editing Options

Keys for Entry View

Document Number	3000000002
Company Code	1000
Fiscal Year	2009



Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number300000002Company Code1000Fiscal Year2009

Document Date22.05.2009Posting Date22.05.2009Period5

ReferenceDP-01Cross-CC no.

CurrencyAEDTexts existLedger Group

C...ItmPSAccountDescriptionAmountCurr.TxCost CenterProfit Center

1000129A1ABC Electronics LLC500,00AED

250100050NBAD-EIIC500,00-AED10000100

We can see the special GL Indicator for down payment for vendor.

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PROCESS  
STEPS



DATA INPUT / DESCRIPTION

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

Vendor 1 ABC Electronics LLC G/L acct 200150

Company code 1000

National Holding LLC

Line Item 1 / Down payment made / 29 A

Amount 500,00 AED

Additional Data

Bus. Area

Flow Type

Discount % 0,000

Disc. Amount 0,00 AED

Profit Ctr

Contract /

Assignment

Text

Down pmnt tr. / / 000

Long text

Double click on the Vendor Line Item, and we can see that the posting of Short Term Advance (down) payment has happened to the alternative reconciliation account.