

Area : FI – Accounts Receivable

TRANSACTIONAL STEPS

Down Payment posting

Customer Down payment Posting

Scenario: AR Posting using Special GL Indicators

INTR	ODUCTION 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-22 to make the Customer document posting using Special GL Indicator
4	Posting Period to be open for posting to be made to FI
5	Customer document posting using Special GL Indicator

**	The requirement to post the customer document using the "Special GL indicator" for tracking special transactions like the
	down payment, allowance for bad debts etc which are posted to an alternate reconciliation account instead of the main
	reconciliation account of the customer.

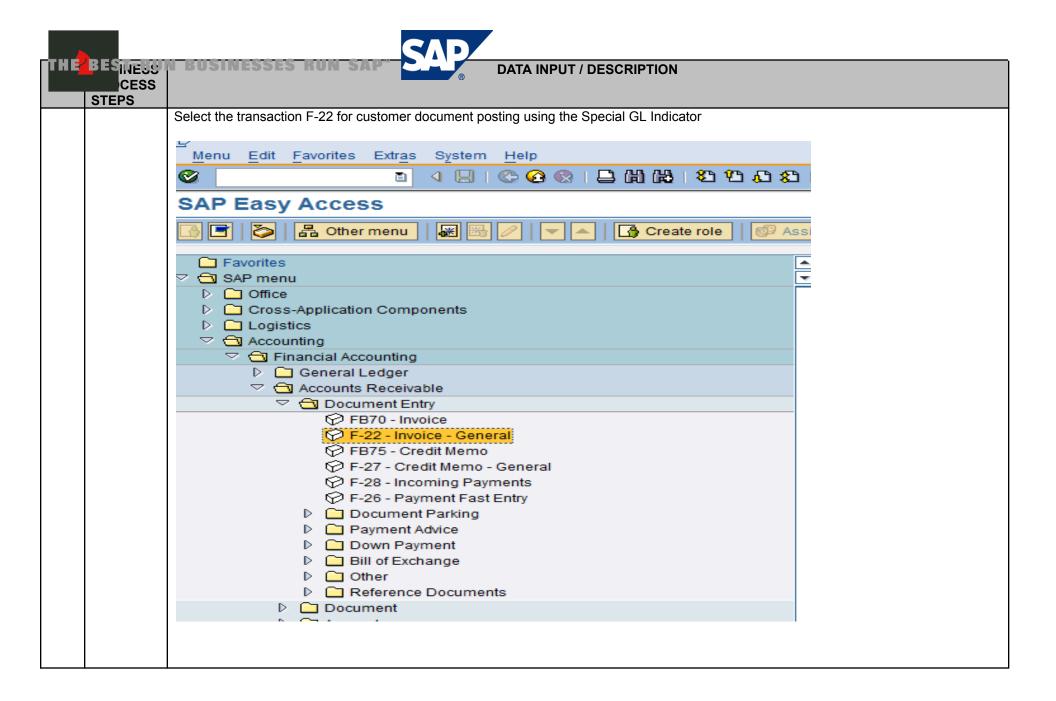
Enter the transaction code in the command box on the easy access screen which will take you to the Customer document posting for Special GL Transactions.

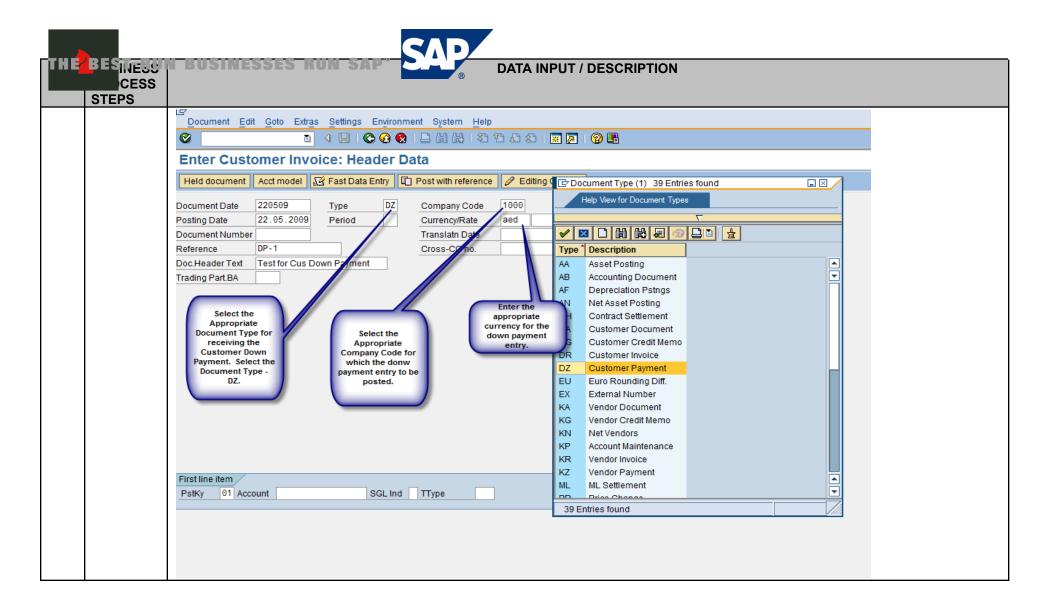
Field	Description	Example
Document Date	The document date is the date on which the original document was issued.	22.05.2009

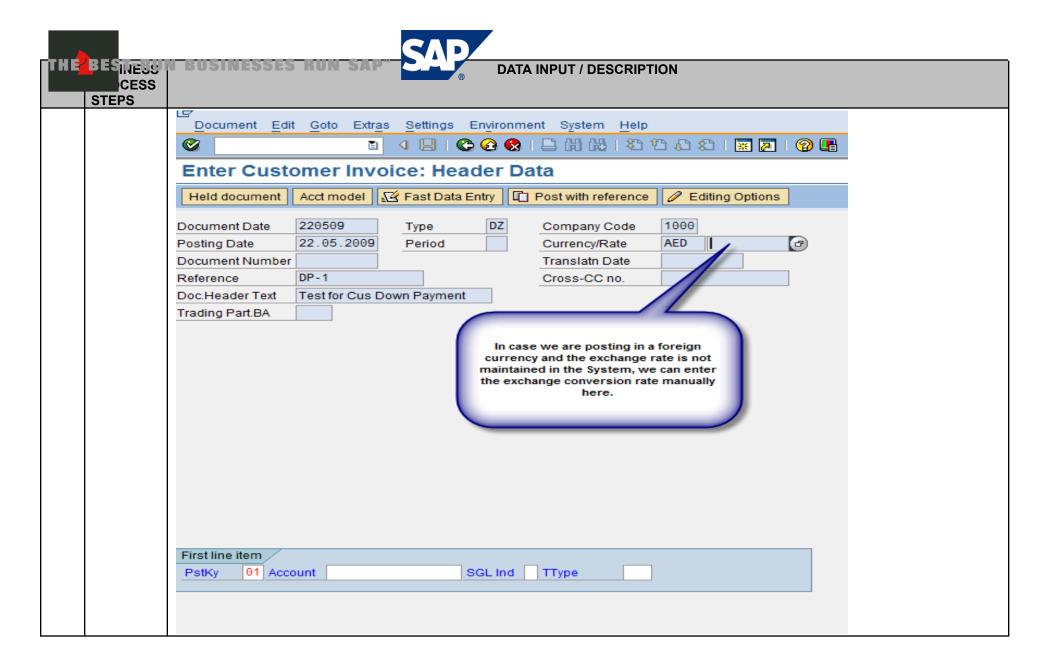
		SAP		
THE BESINESS CESS STEPS	N BUSINESSES R		/ DESCRIPTION	
	Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	22.05.2009	
	Document Type	The document type classifies the accounting documents. It is stored in the document header.	DZ (Select Customer Payment)	
	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-1	
	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 Cus Down Payment	
	Posting Key	Select the Posting Key -19 if you are crediting the Customer	19	
	Customer	Customer Number for whom transaction with Special GL Indicator to be posted	4	
	Special GL Indicator	Select the appropriate Special GL Indicator – A for down payment	А	
	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	

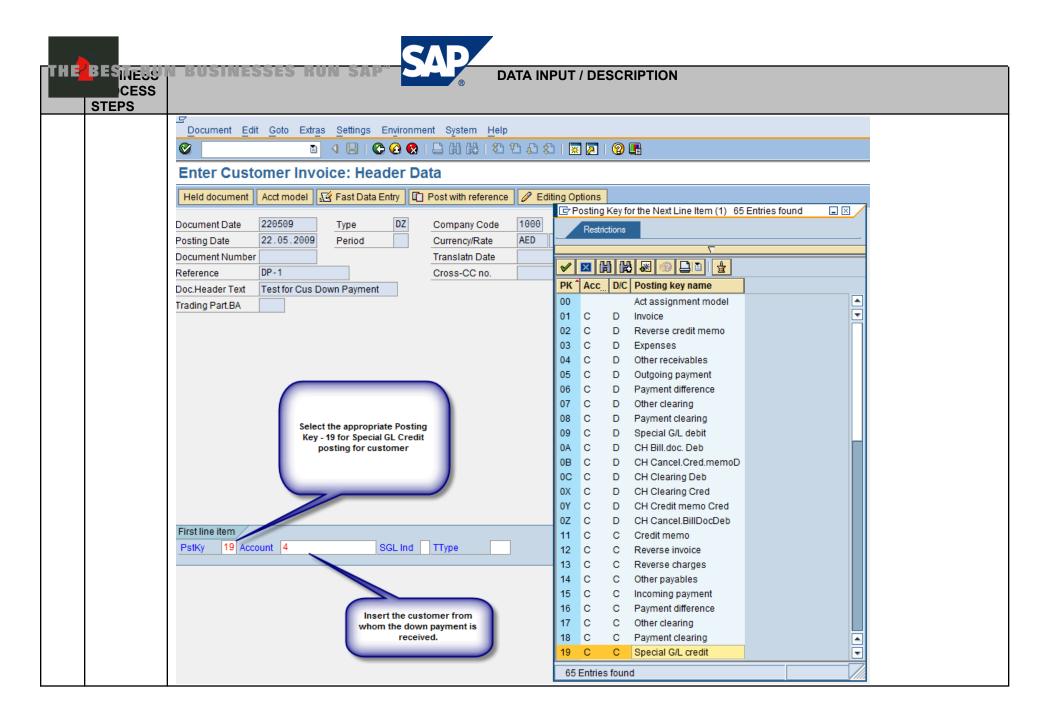
Page: 2 of 29

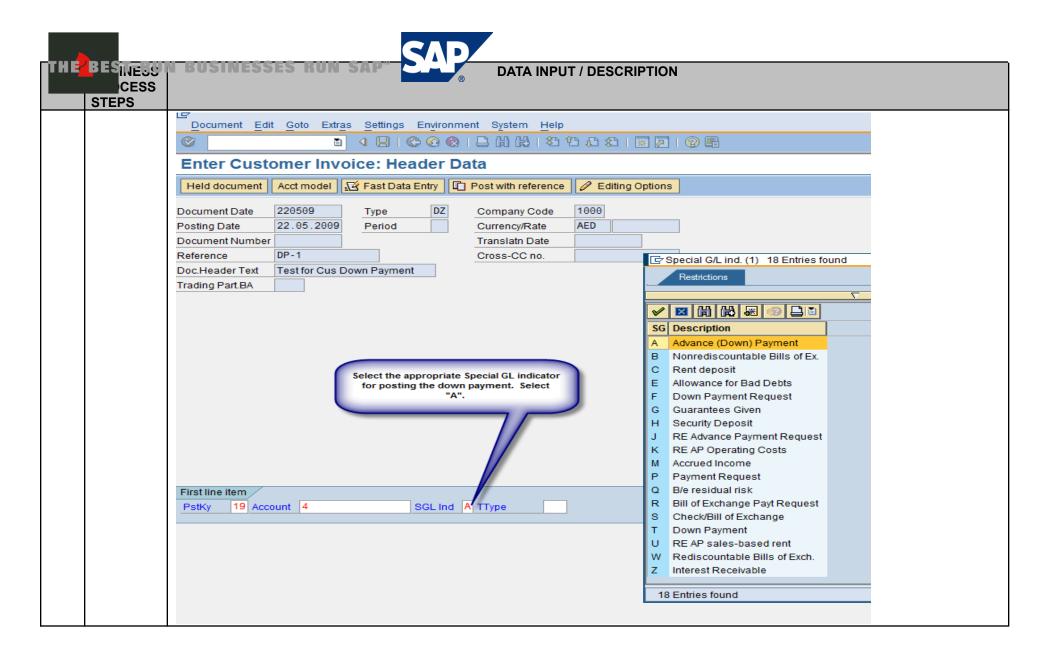
DATA INPUT / DESCRIPTION CESS				
STEPS				
	Due on	Insert the Document Date	22.05.2009	
	Posting Key	Select the debit posting key. Debit key	40	
	,	is 40 for GL Account		
	GL Account	Select the GL Account for which the debit posting need to be made	100050 (Bank GL Account)	
	Amount in Doc Currency	Enter the amount to be posted	500	
	Profit Center	The profit center for the bank GL Account	10000100	

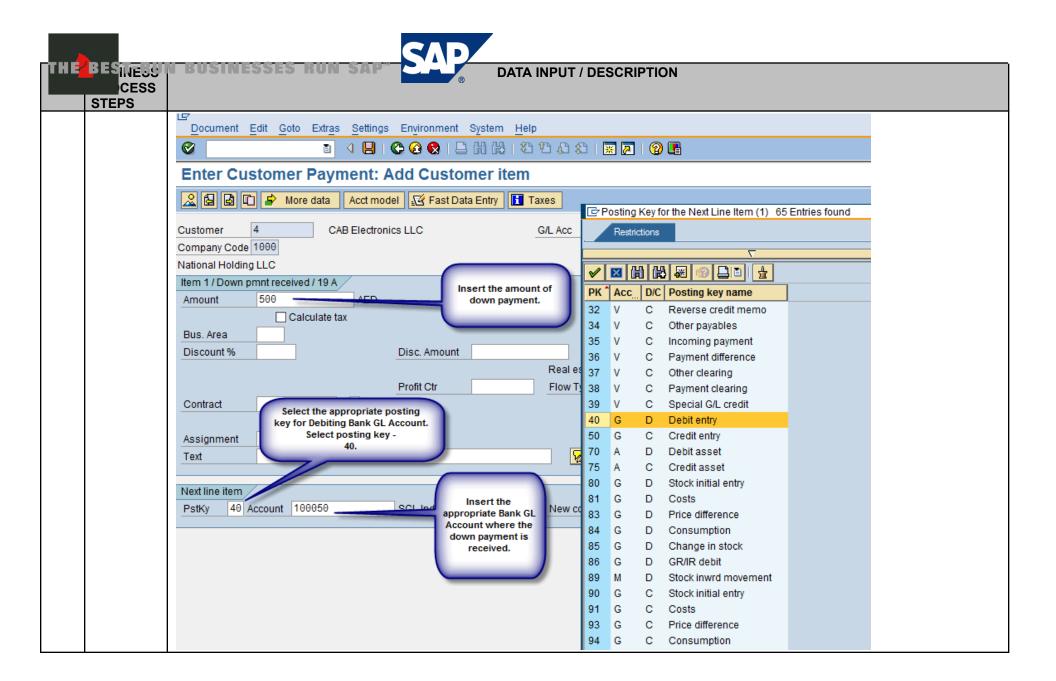


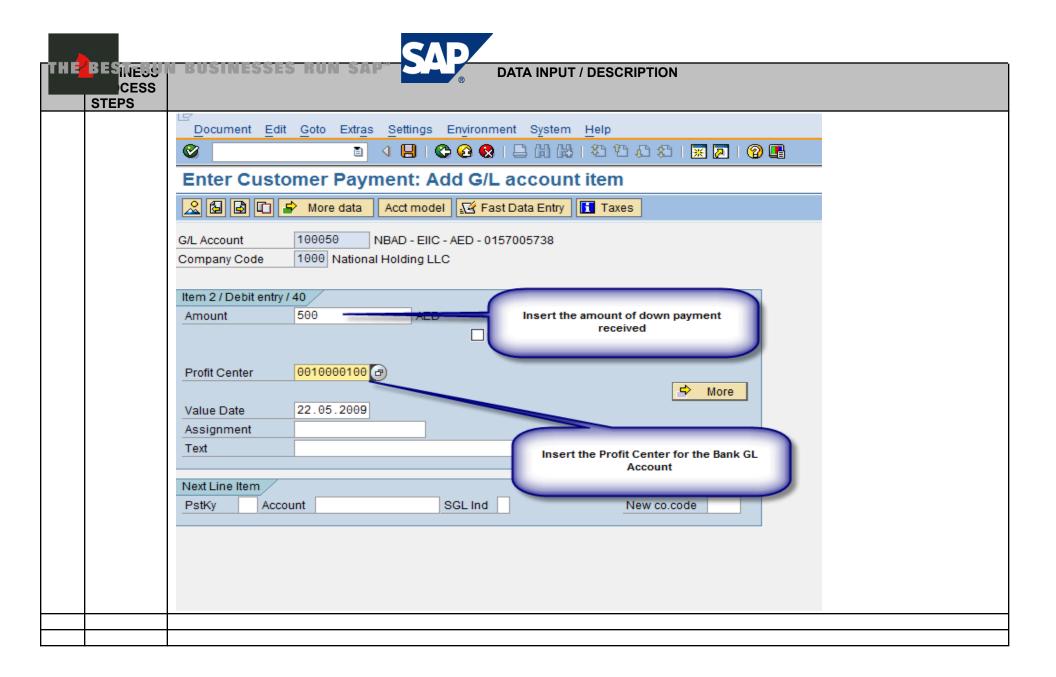


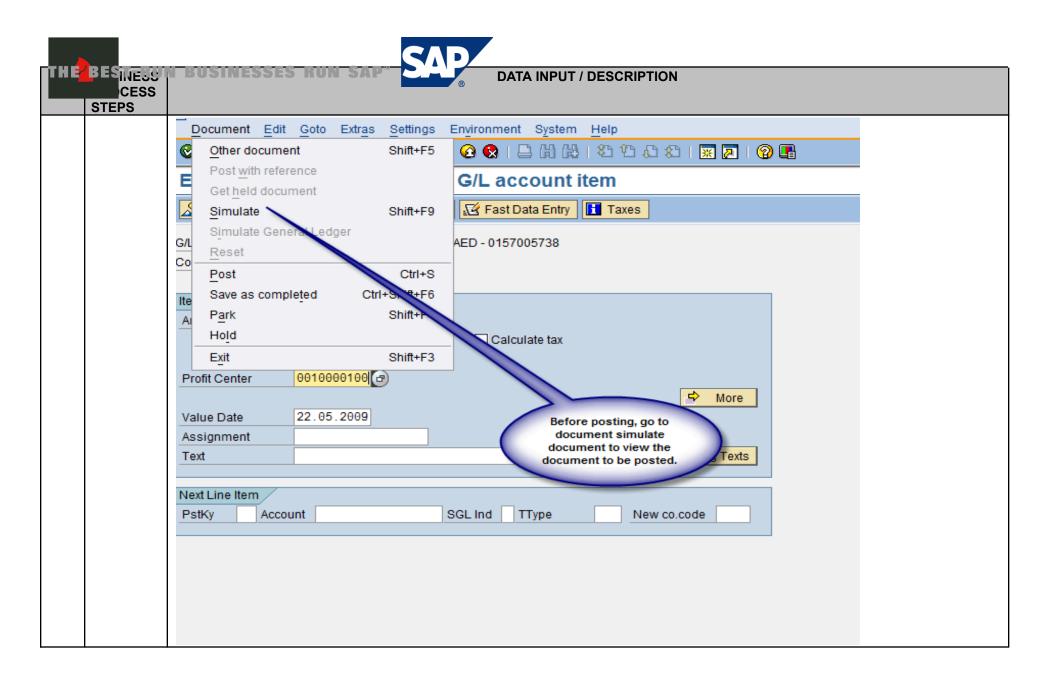


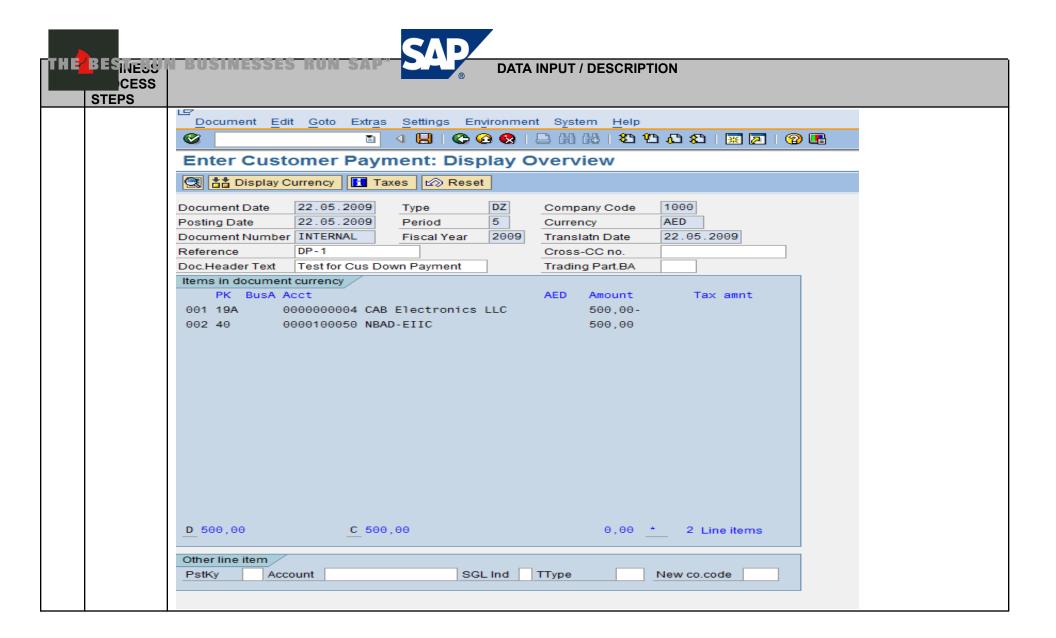


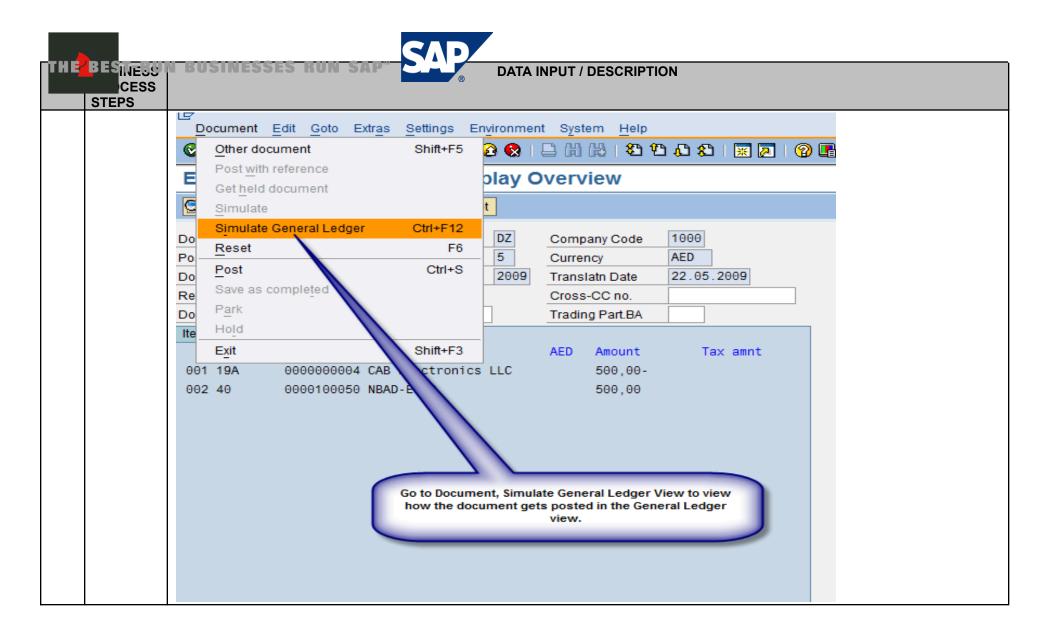


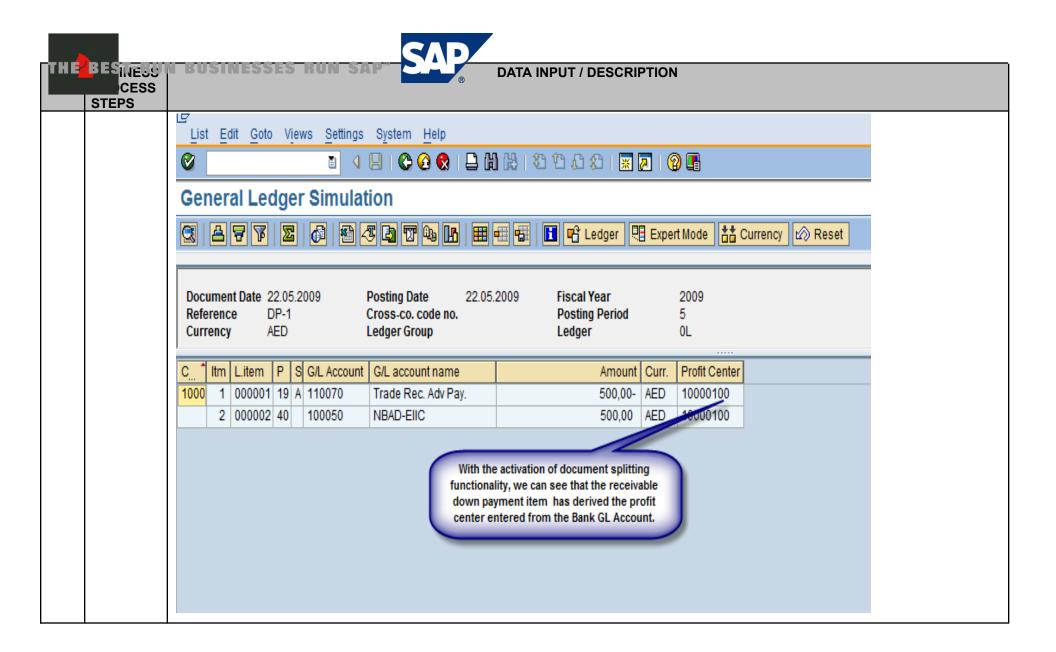


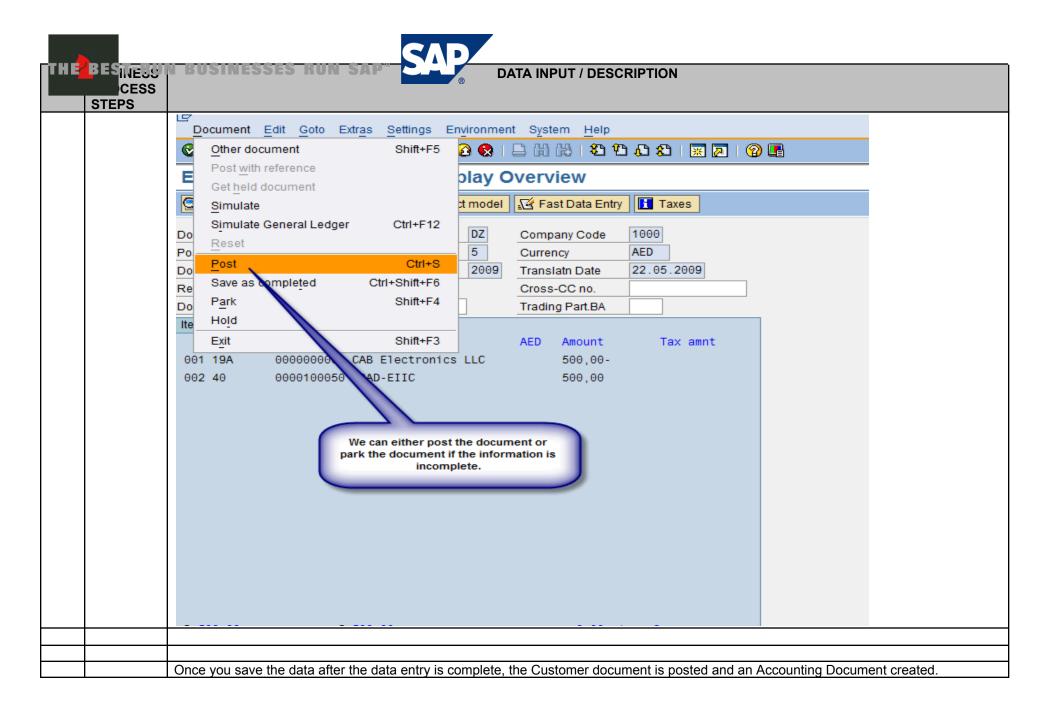


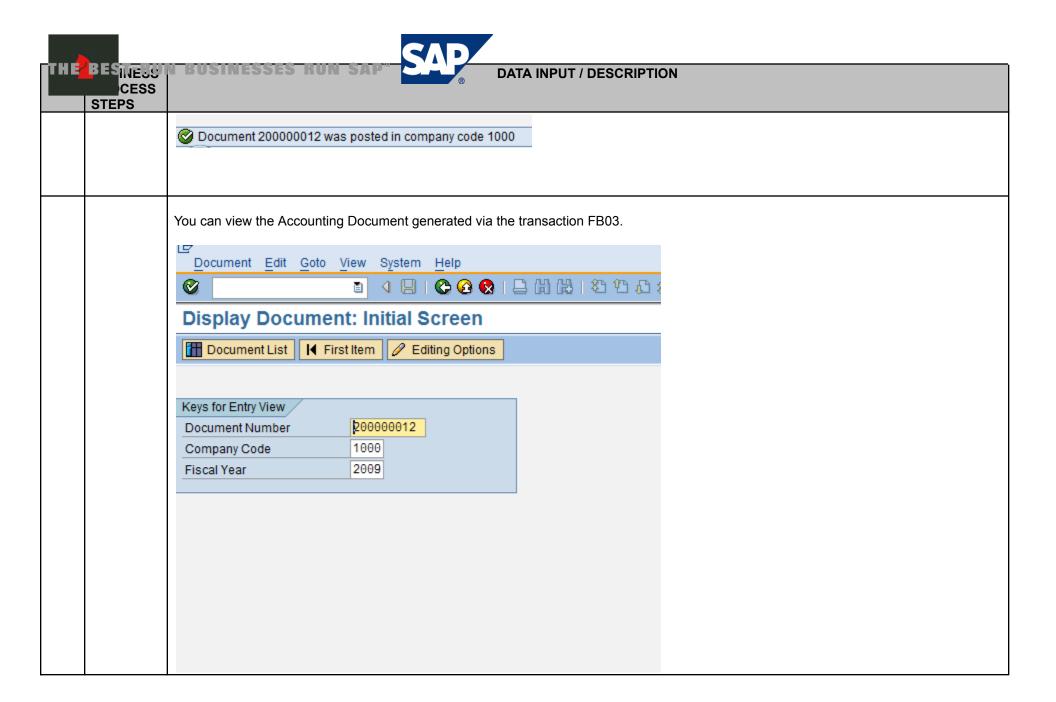


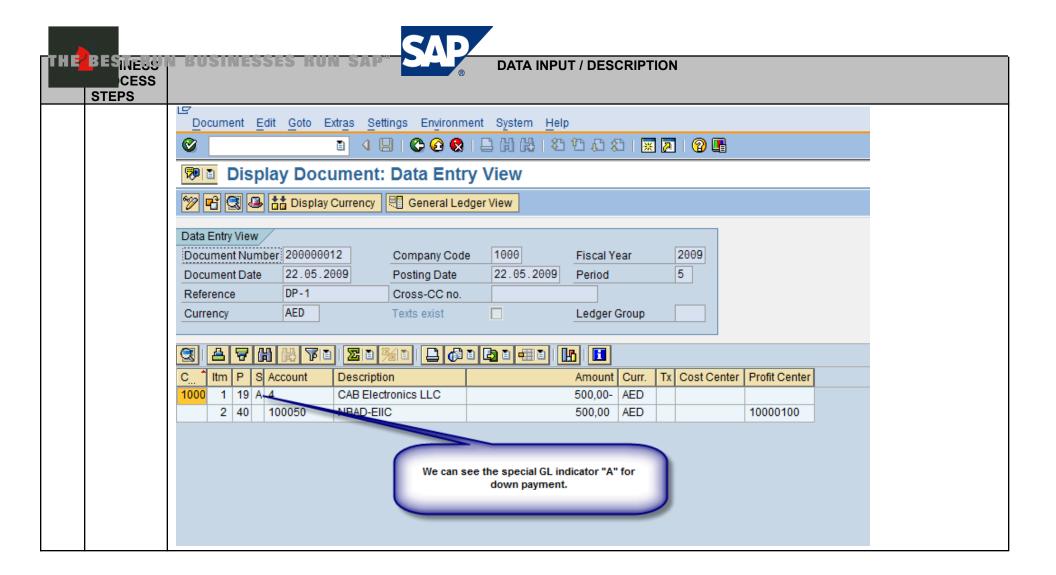


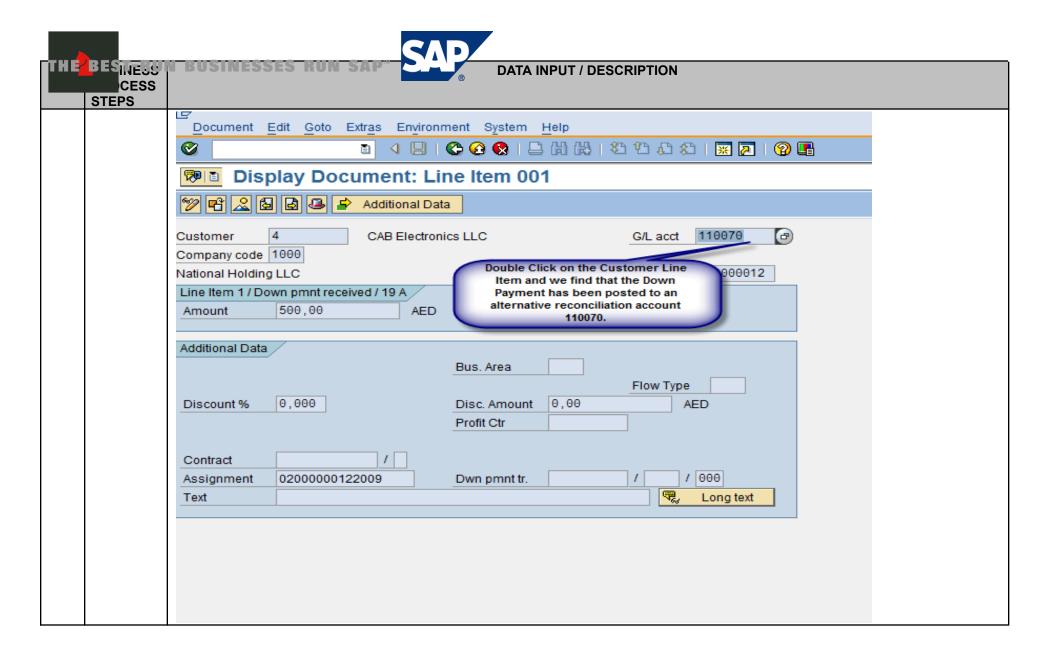


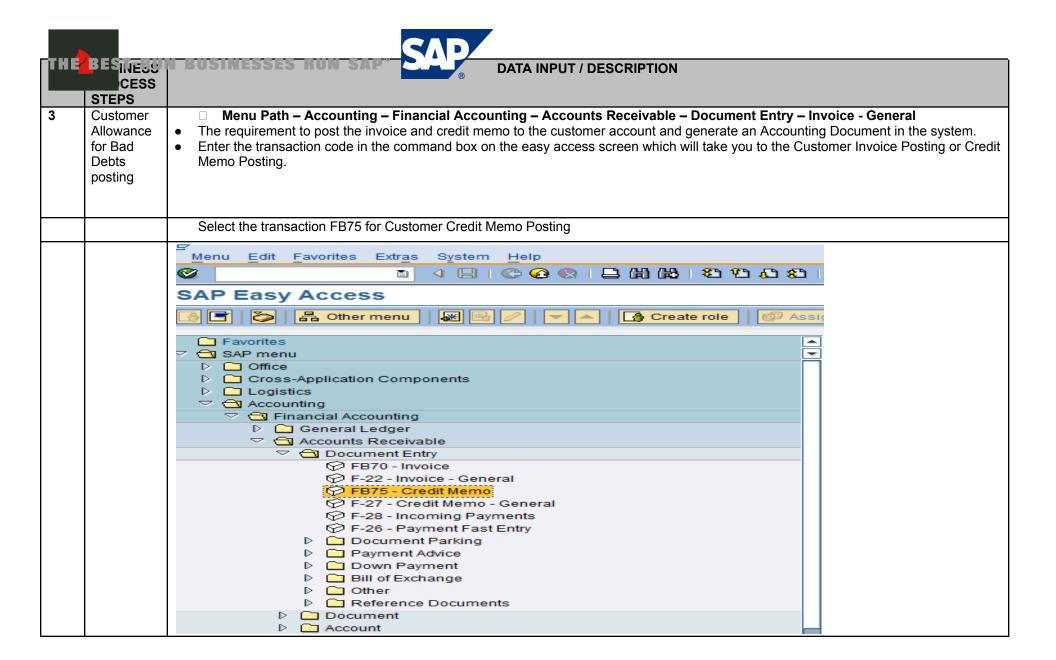








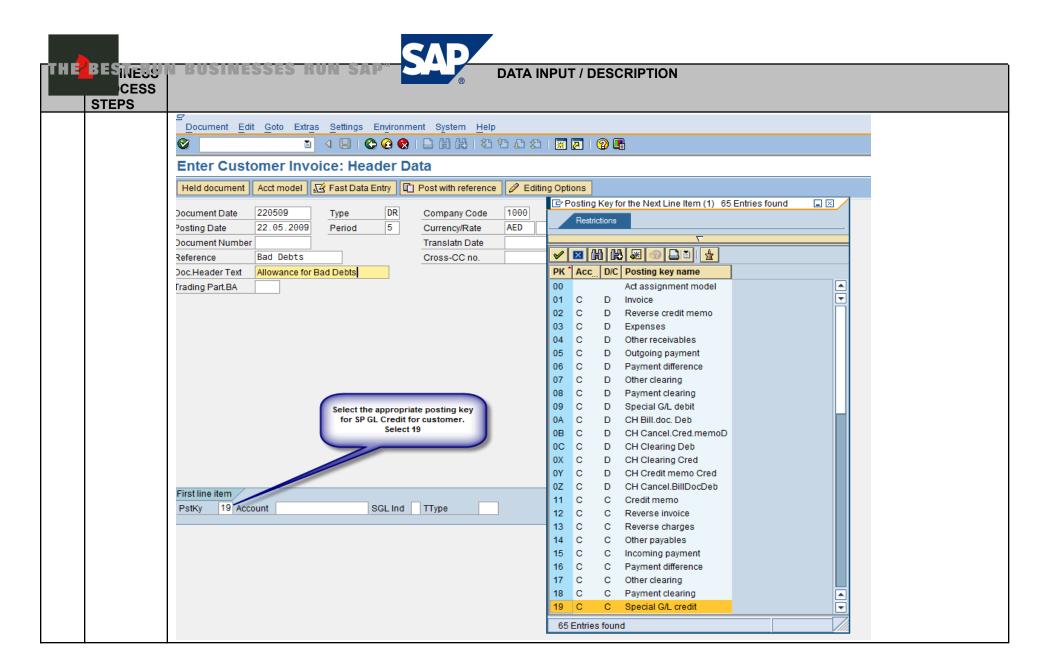


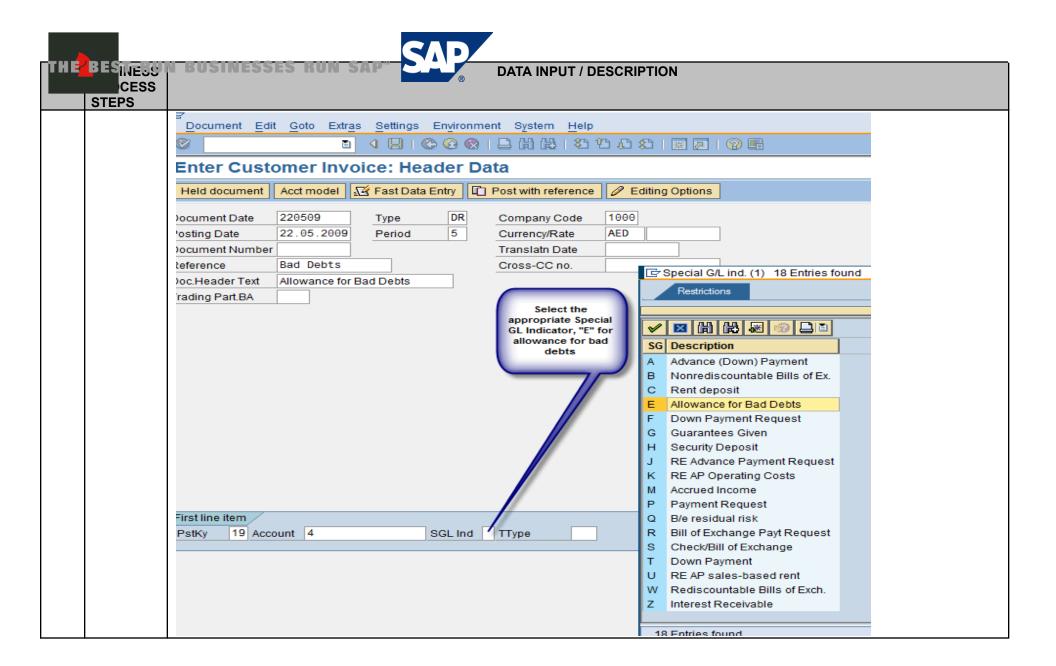


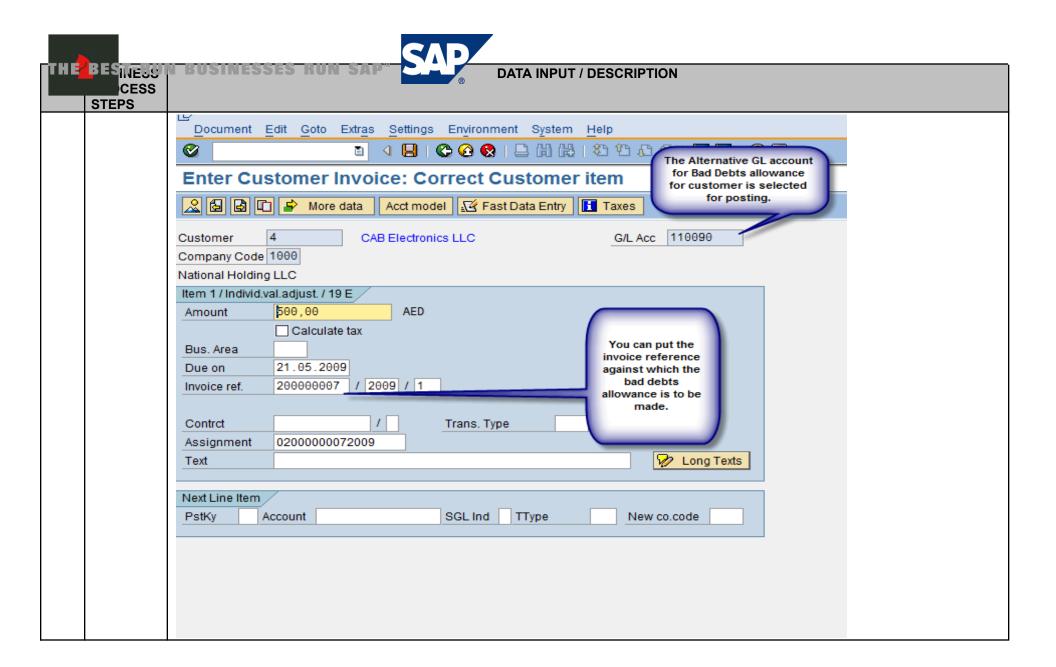


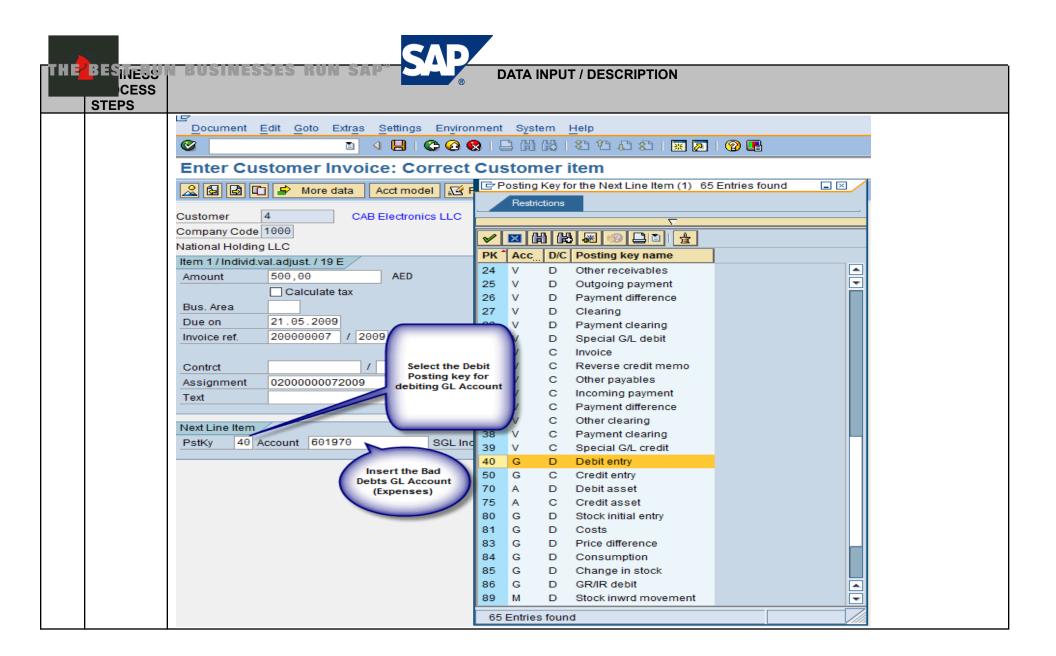
THE BESINESS DATA INPUT / DESCRIPTION CESS **STEPS** Customer **Allowance** Field **Description Example** for bad **Document Date** 22.05.2009 The document date is the date on which debts the original document was issued. **Posting** Date which is used when entering the Posting Date 22.05.2009 document in Financial Accounting or Controlling. Document Type The document type classifies the DA (Select Customer accounting documents. It is stored in the Document) document header. Company Code in which the posting to Company Code 1000 be made The Company Code Currency is Currency/Rate **AED** 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. Reference The reference document number is used **Bad Debts** as a search criterion when displaying or changing documents. **Document Header** The document header text contains Allowance for bad debts Text explanations or notes which apply to the document as a whole, that is, not only for certain line items. Select the Posting Key -19 if you are Posting Key 19 crediting the Customer Customer Customer Number for whom transaction with 4 Special GL Indicator to be posted Special GL Indicator E Select the appropriate Special GL Indicator – E for allowance for bad debts

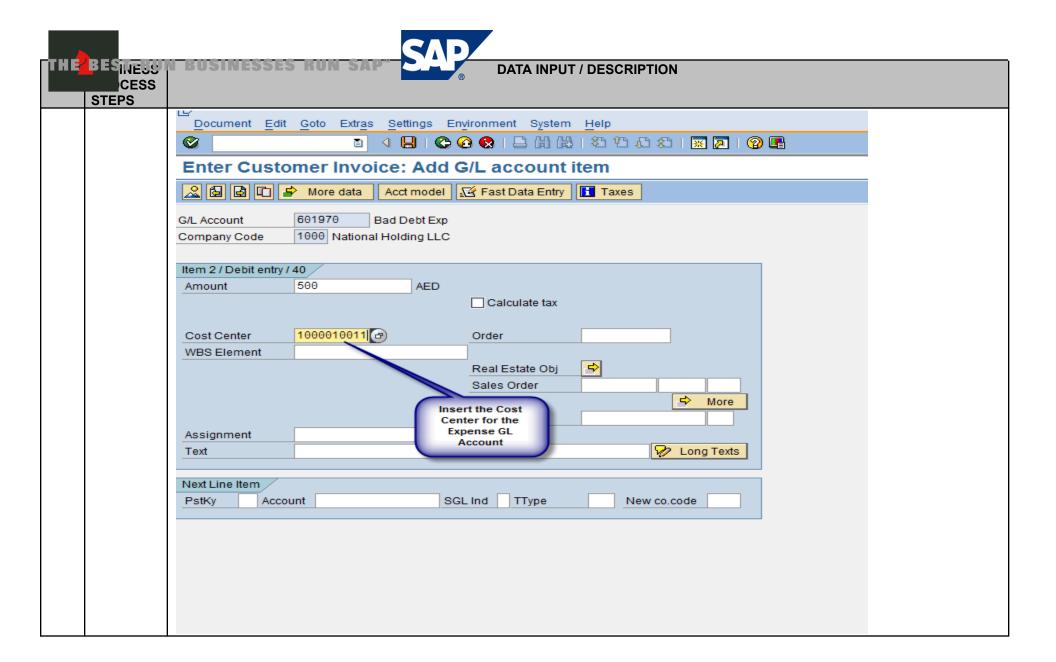
HEBESINESUN BUSINESSES RUN SAP DATA INPUT / DESCRIPTION CESS				
STEPS				
	Amount	Amount of allowance to be posted	500	
	Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	AED	
	Due on	Insert the Document Date	22.05.2009	
	Posting Key	Select the credit posting key. Debit key is 40 for GL Account	40	
	GL Account	Select the GL Account for which the debit posting need to be made	601970 (Expense GL Account)	
	Amount in Doc Currency	Enter the amount to be posted	500	
	Cost Center	The cost center for the expense GL account	1000010011	
	(This completes the	e Document to be posted)	·	

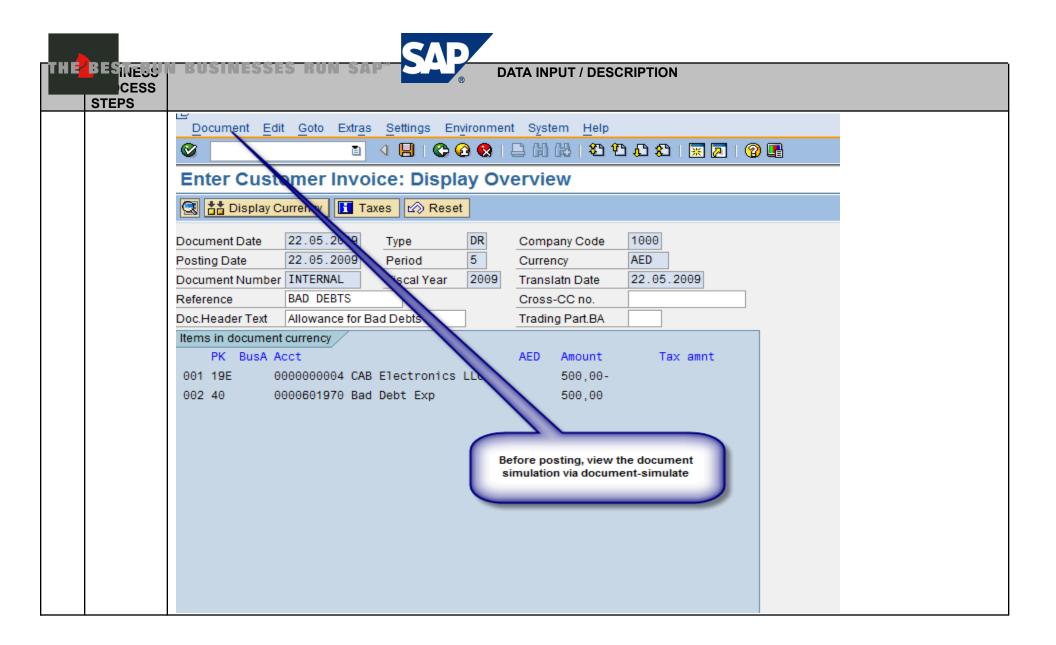


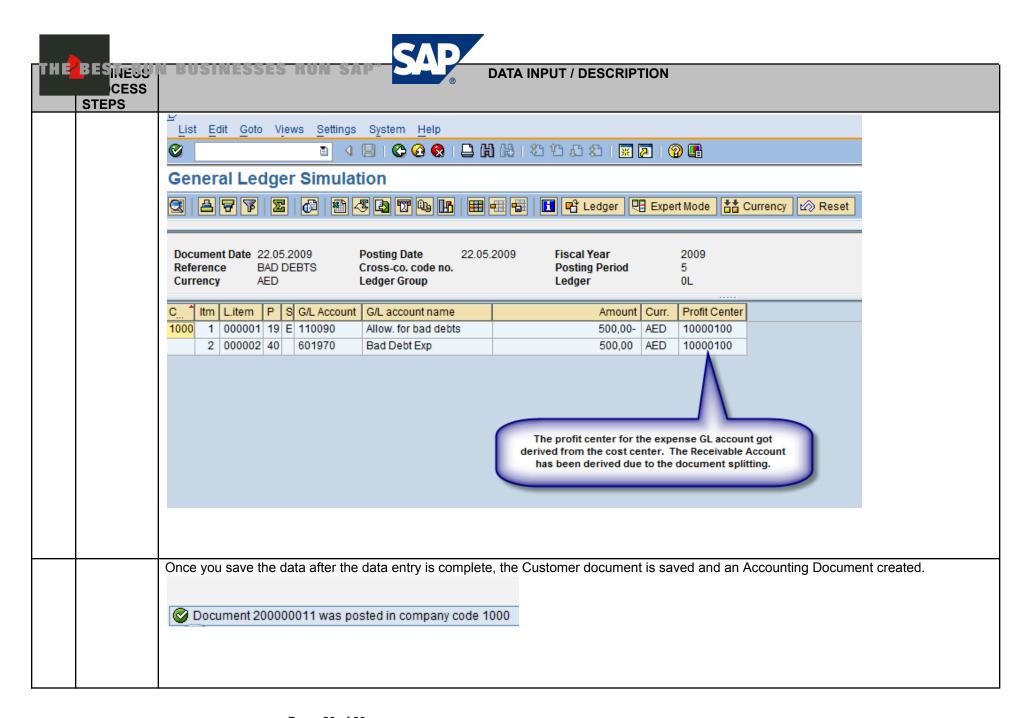
















Page: 29 of 29