# F-29 – Customer Down (Advance)Payment



* Input **F-29** 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 **DZ** for Customer 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

**Customer Information:** Under the Customer section

* **Customer:** 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
* **Tax Code:** Select the respective code and select calculate tax check box
* **Text Field:** Input the Text information Eg: Customer Advance Posting
* **Profit Center:** Place the cursor on the field and press F4. Select respective Profit center and press Enter key

# 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**