



Enter an Invoice

Path: Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice
Transaction Code: F-22

1. Enter the details from the paper documentation, the invoice, into these fields:

- Document Date: **The date of the business transaction.**
- Document Type: **DR**
- Posting Date: **Most of the time, this will be the same as the document date**
- Company Code: **The four-digit Company Code Number**
- Period: **Enter the appropriate fiscal year period or allow the system to default the correct one.**

- Reference: **Enter the locally chosen unique reference identifier in this field. It will probably be a combination of the Company Code location and the date of the transaction.**

- Text: **Locally REQUIRED item. See your supervisor for the correct entry.**

Goto the bottom of the screen:

Posting Key labeled PK: **01 Invoice (Debit to the Customer A/C)**
 GL Account: **XXXXX Enter the Customer Number using the last 5 digits.**

Press Enter or Click the Green Check Mark Icon 

- Amount: **Enter the total dollar amount of the invoice.**
- Payment terms: **It will default to C003 – Due Immediately**
- Blind date: **Same as the document date. (It will default to this date)**
- Text: **Enter any text that is to appear on the invoice.**

Goto the bottom of the screen:

Posting Key labeled PK: **50 Credit Entry to General Ledger**
 GL Account: **Enter the General ledger revenue account that this invoice relates to.**

Press Enter or Click the Green Check Mark Icon 

- Amount: **The same amount as you entered above or use * to have SAP enter the balancing amount.**
- Cost Center: **Enter the cost center number that is to be credited with this revenue.**
- Order: **This only has to be completed if an internal order is being used to statistically track revenue and expenses for a special event.**

Click on the “Moon Over Miami” icon, the Document Overview  to check both sides of your transaction.

IF THE ITEMS ARE:	THEN
Balanced (Debits equal Credits)	Click the Save Icon 
Not in Balance (Debits DO NOT equal Credits)	Double-click on the item, make the necessary changes and then  .

Note and record the 10-digit document number _____