



Enter Unearned Income

Path: Accounting > Financial Accounting > General Ledger > Document Entry > General Ledger Posting
Transaction Code: F-02

1. Enter the details from the paper documentation, the party contract or another source, into these fields:

Document Date: **The date of the business transaction.**
 Document Type: **SD**
 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: **19 Special GL Credit to the Customer**
 GL Account: **XXXXX Enter the Customer Number using the last 5 digits.**
 Sp. GL: **Enter "U" for Unearned Income to 251001**

Press Enter or Click the Green Check Mark Icon 

Amount: **Enter the total dollar amount of transaction.**
 Due On date: **Same as the document date.**

Goto the bottom of the screen:

Posting Key labeled PK: **40 Debit Entry to General Ledger**
 GL Account: **101060 – POS/DAR Clearing Account**

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.**
 Value date: **Enter the same as the Deposit Date**

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 _____