**Document**

**Definition**

The result of a posting in *Financial Accounting*. There are two types of documents: Original documents and processing documents.

Examples of original documents:

* Receipts
* Invoices
* Checks
* Bank statements

Examples of processing documents:

* Accounting documents
* Sample documents
* Recurring entry documents

The accounting document represents the original document in the system. The other processing documents can be used to simplify document entry. The document remains as a connecting unit in the system until it is archived.

**Use**

You can only check whether postings are correct in the compact journal and general ledger by means of documents. Every posting must therefore have a document.

Documents are the link between the business transaction and the posting in accounting.

http://help.sap.com/static/saphelp_46c/en/images/hinweis.gif

Only complete documents can be posted. A document is complete when its debit and credit items balance to zero. You must enter the minimum account assignments designated by the system: For example, document date, posting date, document type, posting key, account number, and amount. Data must also be entered in all other fields that were defined as required fields when making system settings.

**Posting Key**

**Definition**

Two-character numerical key that controls the entry of line items. The posting key determines:

[**Account type**](http://help.sap.com/saphelp_46c/helpdata/en/35/26b825afab52b9e10000009b38f974/content.htm)

 Debit/credit posting

 Layout of entry screens

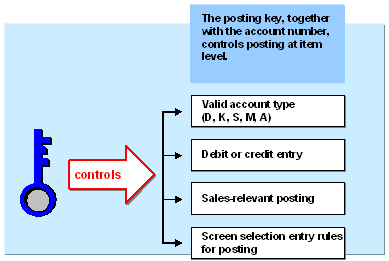
**Use**

When you enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

* The data you can enter in the line item
* How data you post is processed
* How the system updates the data you enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP*) components, there are also posting keys for asset and material accounts.

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

Posting keys in the standard system

|  |  |
| --- | --- |
| **Posting Key** | **Description** |
| 40 | G/L account debit posting |
| 50 | G/L account credit posting |
| 01 | Customer invoice |
| 11 | Customer credit memo |
| 21 | Vendor credit memo |
| 25 | Vendor payment |
| 31 | Vendor invoice |

**Processing Posted Data**

You control processing of entered data with the

[**posting key**](http://help.sap.com/saphelp_46c/helpdata/en/96/8b3ee943ce11d189ee0000e81ddfac/content.htm) in that you specify whether the transaction is a payment transaction, and what posting key is used to reverse the document.

** Payment transaction**

Customer and vendor account line items that are created by a payment must be properly indicated. This information is required for analyzing payment history and creating payment notices.

** Reversal posting key**

In the FI-GL, FI-AR, and FI-AP components, a reverse posting is automatically created if you reverse a document. To do this, the system requires a reverse posting key, which you specify for each posting key. The system determines the reverse posting key by referring to the posting key used in the document to be reversed.

**Updating Entered Data**

After you have entered data, the system updates it.

**Prerequisites**

To update data, the system requires the following specifications, which you define for each

[**posting key**](http://help.sap.com/saphelp_46c/helpdata/en/96/8b3ee943ce11d189ee0000e81ddfac/content.htm):

* **Account type**

to which you are posting

Customer, vendor and G/L accounts are, for example, types of accounts. You can also post to asset and material accounts if the corresponding SAP components have been implemented. The system requires the account type to uniquely identify the account, asset or material, since the same object numbers, for example, the account number, can always be used for different account types.

* **Side**

**of the account** to which you are posting

You specify whether you are making a debit or credit entry.

* Effect of posted items on **sales figures**

You must specify whether the sales figures of the account are to be updated. When you post a customer invoice for example, sales figures must be updated in the account. Sales figures are not updated when an incoming payment is made.

Special G/L transactions, which include down payments and bills of exchange, are posted using a special procedure in FI-GL, FI-AR, and FI-AP. They are posted to special reconciliation accounts and can be displayed separately from other transaction figures. If you enter such transactions, the system requires a

[**[http://help.sap.com/static/saphelp_46c/en/images/book.gif](http://help.sap.com/saphelp_46c/helpdata/en/96/8b411843ce11d189ee0000e81ddfac/frameset.htm)special G/L indicator**](http://help.sap.com/saphelp_46c/helpdata/en/96/8b411843ce11d189ee0000e81ddfac/frameset.htm) in addition to the posting key. You use the special G/L indicator to specify the type of special G/L transaction you are carrying out.

**Automatic Postings**

With certain transactions, the system generates automatic postings. These include:

* Input and output tax postings
* Exchange rate differences
* Cash discount gains and losses

Each automatic posting is shown as a separate line item. In the document overview, therefore, the automatically generated line items are displayed in addition to the manually entered items. For each automatic posting, you must define the G/L account to which the system is to post and the rules according to which the system generates the posting. For example, you can differentiate the tax posting according to tax codes. The system will then post to a different G/L account for each tax code.

You can manually add to automatic postings. If you want to do this, you must select the *Supplement auto. postings* field in the master record of the account to which the system posts automatically. The field status group in the G/L account master record determines the fields that the system offers for supplementary account assignment.

**What Can You Do Before Posting a Document?**

After you have entered the document line items, and before you post the document, you can carry out the following activities:

* **Display the Document Overview.**

This shows you the document header and all items entered. You may add a reference text to the header. From the overview, you can enter more line items and call up line items already entered in order to process them. You can also delete line items.

* **Change Fields in Vendor, Customer or G/L Account Line Items.**

Exceptions to this are entries in the fields *Pstky* (posting key) and *Account*.

* **Additional Account Assignment.**

If you have called up the *Post* function and requested individual, automatically generated items using the field status of the G/L account to which they belong, or using the master record of an additional account assignment, the system automatically branches to the document overview. The lines that are to be changed are highlighted.

* **Add Additional Information.**

The system automatically generates line items. You can enter additional details in automatically generated line items (such as project or cost center) if supplementary account assignment is defined for the G/L account, or if it is required by the field status definition.

Once you have entered all line items in a document, you can **post** the document.

If you want to **post** a document, the debits and credits must balance to zero. This updates the account balances.

If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned. You hold a document if you are interrupted while entering it, and need to store the data temporarily.

If you **park** a document, it also need not be complete and will not update any account balances. However, the data remains available for evaluation by the system. A document number is assigned. You might park a document if account assignments are missing and you want to complete them later. For more information, see *Document Parking* in the *FI Accounts* *Receivable and Payable* documentation.

**Screen Layout**

**Use**

Screens have been defined in the system for individual entry functions for business transactions. These screens can change due to various factors.

**Features**

 The **system** can automatically suppress fields. This may depend on the entries you make on the initial screens of the function. For example, if you enter the currency key for your local currency in the document header, the system suppresses the fields for foreign currency amounts in the line items.

* Each accounting clerk can suppress fields using **Editing options**. For example, you can specify that you only want to enter documents in local currency. This means that the currency and value date fields no longer appear on the selection screen for the function. On the screens for the line items, the fields for foreign currency amounts are suppressed. All specifications made by accounting clerks for the editing options can be stored in the user master. For more information about using editing options and specifying default values in user master records, see the *General Ledger Accounting, Accounts Receivable,* and *Accounts Payable* documentation.
* **Data in the account master record**

also affects screens. If a G/L account is set up as not tax-relevant, then the *Tax code* field is not displayed on the screen for document entry. The sections on master records explain which master record entries affect document entry screens.

* **Screen variants**

that you specify for each company code require specific screens for some functions. For a company code in Italy for example, choose country variant 2. When entering vendor line items to this company code, the system displays a screen with fields for withholding tax. The screens for country variant 1 do not contain these fields. The different screen variants are explained in each of the subject-specific sections.

* The **field status**, which is defined for G/L account **master records** and **posting keys**, can be used to modify screens in the system. You can determine what data is relevant in line items based on the posting key (business transaction), and account. To do this, specify which fields are not required in G/L account master records and posting keys. You also specify whether an entry is mandatory for fields that are displayed. See also:
* **Using Field Status Definitions for Screen Layout**
* **Use**
* You can enter field status definitions in every G/L account master record and for each posting key. You use these definitions to design document entry screens for specific accounts and business transactions.
* **Features**
* In line item entry, the system links the definitions from the account to those of the posting key and uses them to create the entry screens. Thus different fields are displayed on the screens for line item entry, depending on the account and posting key specified.
* http://help.sap.com/static/saphelp_46c/en/images/beispiel.gif
* The following diagram shows two screens used to enter a line item in a G/L account. The first screen displays all available fields. The second screen displays only those fields that are required to post an item to a bank account. The *Value date* field on the second screen was defined as a required entry field in the G/L account master record, whereas the *Text* field was defined as an optional field. Default values were entered in some fields. All fields for terms of payment were suppressed because they are irrelevant for posting to this account.
* 