# FB50 - General Ledger Invoice



* Input **FB50** in **Transaction box** and press **Enter** key

# Document Header Data Information



The following are the Input fields under the Document Header data

* **Document Date:** Input the Invoice date in the Document date field
* **Posting Date:** Input the transaction date in the Posting date field
* **Currency:** Input the Currency INR in the Currency field
* **Reference:** Input the Reference field with Reference (invoice) number
* **Document Header Text:** Input the Text Information in text field

# Document Line Item Data



The following are the Input fields under the Line Item data

* **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
* **Debit/Credit:** Select Debit/Credit option from drop down list
* **Text Field:** Input the Text information Eg: Expense Invoice
* **Cost Center:** Place the cursor on the field and press F4. Select the respective Cost Center and press Enter key
* **Profit Center:** Profit Center will get automatically updated (through Cost Center Profit Center will get updated) as configured.

# Simulate



**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

* Check the entries, if the entries are correct, click on Post option
* If the entries are wrong then go to Main screen and change the line items.



# Document Posting



* Document Posted in company code 1000 will pop up 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, Post and Save as completed. 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**