

**MM 1: Display Purchase Order**

**Exercise** Use the SAP Easy Access Menu in order to display a purchase order.

**Time** 10 min

**Task** Display a purchase order for 60 offroad helmets and 150 road helmets from vendor Olympic Protective Gear. This purchase order was created by the purchasing group “North America“ (N00) for the purchasing organization “GBI US“ (US00).

**Name (Position)** Tirrell Winsten (Buyer)

To display a purchase order, follow the SAP Easy Access Menu path:

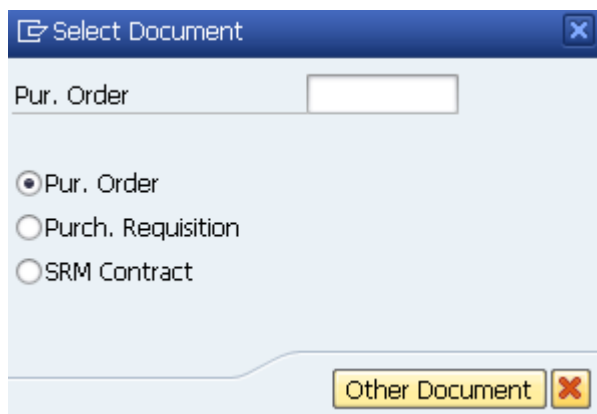
Menu path

**Logistics ▶ Materials Management ▶ Purchasing ▶ Purchase Order ▶ Display**

Following the menu path, you are taken to the transaction for displaying purchase orders. The system automatically displays the most recently processed purchase order. To find the requested purchase order, click “Other Purchase Order“ (Shift+F5) in the application toolbar.



In the popup-screen that now opens, select the radio button “Pur. Order” and use the F4 help for searching the purchase order mentioned above by clicking on the small button to the right of the text box “Pur. Order”.



In the opening screen, choose the “Purchasing Documents per Vendor“ tab.


For Vendor enter **101999** (Olympic Protective Gear), for Purchase Organization enter **US00**, for Purchasing Group enter **N00** and for Order Type enter **NB** (Standard Purchase Order). Click “Start search”.

101000  
US00  
N00  
NB

The system now displays the purchase order(s) that were found based on the search criteria.

Select one purchase order with a double-click. The order number will be transferred to the screen “Select Document“. Click “Other Document” to display the selected purchase order.

You will notice that 60 offroad helmets and 150 road helmets were ordered from vendor “Olympic Protective Gear“ for 25.00 USD each to be delivered to the Miami factory (MI00).

Click on the exit icon  to return to the SAP Easy Access screen.



## MM 2: Display Goods Receipt for Purchase Order

**Exercise** Display the goods receipt for the purchase order.

**Time** 10 min

**Task** After the goods have arrived in Miami, the goods receipt at the warehouse is manually posted in the system by the receiving clerk. This process ensures that the good have arrived within the required time frame and in accordance with the necessary quality. Display the goods receipt for the purchase order displayed in the previous task (MM 1).

**Name (Position)** Tatiana Karsova (Receiving Clerk)

Follow the menu path to display the goods receipt for purchase order:

**Logistics ► Materials Management ► Inventory Management ► Goods Movement ► Goods Receipt ► For Purchase Order ► GR for Purchase Order (MIGO)**

Menu path

Change the operation to “Display“ and the reference document to “Material Document“. In the field “Material Document“, enter the receipt number **500000000** for the goods receipt. Press enter.


500000000

The screenshot shows the SAP MIGO 'Display Material Document' interface. The title bar reads 'Display Material Document - GBI-000'. The main area is divided into 'General' and 'Doc. info' tabs. Under 'General', there are fields for 'Document Date', 'Posting Date', 'Delivery Note', 'Bill of Lading', and 'HeaderText'. The 'Doc. info' tab is currently selected, showing 'Material Document' as '500000000' and 'Material Document Type' as '101'. The 'Material Document' field is highlighted in red.

The system now displays the goods receipt document. The line items are each assigned to the movement type 101 (goods receipt for purchase order in the warehouse). Both positions have the stock type “Usable without restriction“.

The screenshot shows the SAP MIGO 'Display Material Document' interface with line items. The title bar reads 'Display Material Document 500000000 - GBI-000'. The 'General' tab is selected. The 'Material Document' field is '500000000' and 'Material Document Type' is '101'. The 'Vendor' field is 'Olympic Protective Gear'. The 'Posting Date' is '05/30/2016'. Below the tabs, there is a table of line items:

Line	Mat. Short Text	Qty in UnE	E...	SLOC	Bu...	Batch	Valuation ...
1	Off Road Helmet	60	EA	Trading Goods	BI00		
2	Road Helmet	150	EA	Trading Goods	BI00		

Click on the exit icon  to return to the SAP Easy Access screen.



## MM 3: Display Invoice Overview from the Vendor

**Exercise** Use the SAP Easy Access Menu in order to display an invoice.

**Time** 10 min

**Task** The vendor „Olympic Protective Gear“ has sent an invoice with 5,250.00 USD for the goods delivered. This invoice was entered into the system manually. The posting of the invoice occurs within an existing expense account in the general ledger and generates an open item in Accounts Payable. The invoice is cleared at a later point by issuing a cheque for „Olympic Protective Gear“. Display the invoice entered in the system.

Dear Mr. Tirrell Winstel,  
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
<b>Invoice 00123-###</b>				
1.1	60	OHMT### Road Helmet	25.00	1,500.00 USD
1.2	150	RHMT### Off-road Helmet	25.00	3,750.00 USD

**Name (Position)** Silvia Cassano (Accounts Payable Specialist)

Follow the menu path to display the invoice:

**Logistics ► Materials Management ► Logistics Invoice Verification  
► Further Processing ► Invoice Overview**

Menu path

Following the menu path leads you to the search mask for invoices.

Enter **2016** for Fiscal Year, **101999** for Invoicing Party (vendor), and **US00** as Company Code. Furthermore, select **Invoices Verified Online** for “Entry Type“ in order to further limit the search and make sure that the Processor field is left blank.

2014  
101000  
US00  
Invoices Verified Online

**Invoice overview - selection criteria**

Document Number		to		
Fiscal Year	2016	to		
Processor		to		
Invoicing Party	101999	to		
Company Code	US00	to		
Document Date		to		
Posting Date		to		
Document Type		to		
Reference		to		
Document Header Text		to		

Entry Type

<input type="checkbox"/> Background	<input type="checkbox"/> Invoicing Plan
<input checked="" type="checkbox"/> Invoices Verified Online	<input type="checkbox"/> Cancellation
<input type="checkbox"/> EDI	<input type="checkbox"/> Revaluation
<input type="checkbox"/> BAPI	<input type="checkbox"/> Held/Parked
<input type="checkbox"/> ERS	<input type="checkbox"/> Invoices Posted in SRM
<input type="checkbox"/> Transfer Prices	
<input type="checkbox"/> SOA A2A	<input type="checkbox"/> SOA B2B

Start your search by clicking “Execute“(F8) in the application toolbar.

As a next step, select the first invoice document from the list of results through a double-click.

You now see the selected invoice document. It was previously recorded in the system by the accounts payable specialist, Silvia Cassano, after the invoice arrived by mail.

**Note** By relating the invoice to a preceding document (purchase order), necessary data such as material, amounts, and prices were pre-filled by the system when the subsequent invoice was created.

As you can see, the invoice document contains the overall amount as well as the single amounts for both individual items of the invoice in USD. Take a closer look at the document.

In the „Details“ tab, you see among other things the bank G/L account number which the transaction was posted to.

Please note the invoice document number and click on the exit icon to return to the SAP Easy Access screen.

Invoice document  
number

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## MM 4: Display Payment to Vendor

**Exercise** Use the SAP Easy Access Menu to get information about the payment to the vendor.

**Time** 10 min

**Task** After the invoice document was recorded in the system, it can be paid by the accounts payable specialist. Through this process, the vendor account debited by the invoice receipt is cleared. Since the invoice is paid with a bank cheque in this example, the bank cheque G/L account is debited (to the same amount).

Through the payment transaction, a posting to the vendor account of Olympic Protective Gear (101999) and a posting to the bank cheque account (300000) were set up in the general ledger. This is done automatically as a one-step process when executing the payment.

**Name (Position)** Silvia Cassano (Accounts Payable Specialist)

Through the vendor payment process, the vendor account (which was debited with 5,250.00 USD) was credited. Please take a look at the corresponding document (as a follow-up document of the invoice). Therefore, please display the invoice document using the menu path below:

**Logistics ► Materials Management ► Logistics Invoice Verification ► Further Processing ► Display Invoice Document**

Menu path

Enter the **invoice document number** noted down in task MM3 and enter **2016** for Fiscal Year. Click “Display Document“ (F2).

Invoice document number  
2014

You are directed to the invoice document:

**Display Invoice Document 5105600101 2016**

Show PO structure Follow-On Documents ...

Transaction 1 Invoice 5105600101 2016

Basic Data Payment Details Tax Contacts Note

Invoice date 05/30/2016 Reference  
 Posting Date 05/30/2016  
 Amount 5,250.00 USD Calculate tax  
 Tax amount 0.00 XI XI (Input Tax)  
 Text Invoice 00123-999  
 Paymt terms Due immediately  
 Baseline date 05/30/2016  
 Company Code US00 Global Bike Inc. Dallas

Vendor 0000101999  
 Olympic Protective Gear  
 2100 Summit Boulevard  
 ATLANTA GA 30319  
 USA

PO Reference

Layout 7\_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	1,500.00	60 EA		4500000000	10	Off Road Helmet	XI XI (1)
2	3,750.00	150 EA		4500000000	20	Road Helmet	XI XI (1)

Display the posting that originated from the clearing of the vendor account through the payment to the vendor by clicking the “Follow-On Documents” button (on the top of the screen).

**Display Document: Data Entry View**

Taxes Display Currency General Ledger View


Data Entry View

Document Number 5105600101 Company Code US00 Fiscal Year 2016  
 Document Date 05/30/2016 Posting Date 05/30/2016 Period 5  
 Reference Cross-Comp.No.  
 Currency USD Texts exist Ledger Group

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	31		101999	Olympic Protective Gear	5,250.00-	USD	XI
	2	86		310000	GR/IR Account	1,500.00	USD	XI
	3	86		310000	GR/IR Account	3,750.00	USD	XI

Now you can see values posted to the respective G/L accounts (on the goods receipt/invoice receipt account for the particular purchase order item/delivery item (310000) and the credit of 5,250.00 USD on the vendor account (101999).

Since the payment was made by a bank cheque, the credit of the vendor account led to a bank cheque G/L account debit (300000) of the same amount. You can display the corresponding document by double-clicking on the first row.

Click on the exit icon  several times to return to the SAP Easy Access screen.





MM 5: Display Vendor Line Items

**Exercise** Display the line items of a vendor.

**Time** 5 min



**Task** Display all activities and the corresponding balance of the vendor Olympic Protective Gear. You should see one debit posting and one credit posting representing the invoice receipt and the payment posting to Olympic Protective Gear for balance clearing.

**Name (Position)** Shuyuan Chen (Chief Accountant)

In order to display the line items of a vendor, follow the menu path:

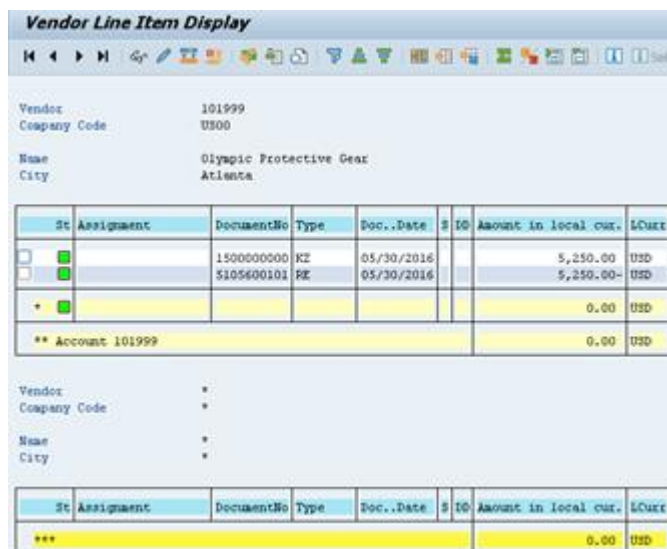
Menu path

**Accounting** ► **Financial Accounting** ► **Accounts Payable** ► **Account Display/Change Line Items**


Use the search function  (search term 999) in order to enter the vendor **Olympic Protective Gear** into the field Customer Account. Enter **US00** as Company Code and select All Items. Click . A screen similar to the one shown below should appear:

000

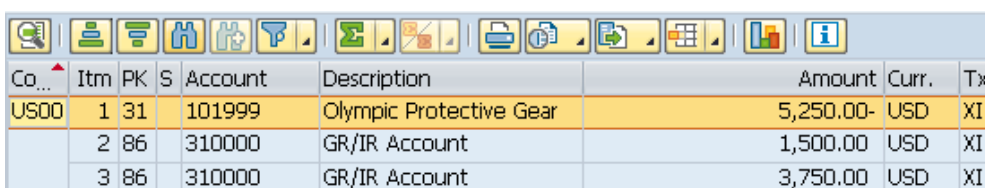
US00  
All Items




St	Assignment	DocumentNo	Type	Doc..Date	S	TD	Amount in local cur.	LCurr
		1500000000	RE	05/30/2016			5,250.00	USD
		5105600101	RE	05/30/2016			5,250.00-	USD
							0.00	USD
** Account 101999							0.00	USD

You can see that all postings for the vendor are balanced. Double-click the invoice line (RE). Select  in order to display line items.


RE




Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	31		101999	Olympic Protective Gear	5,250.00-	USD	XI
	2	86		310000	GR/IR Account	1,500.00	USD	XI
	3	86		310000	GR/IR Account	3,750.00	USD	XI

Click  in order to get back to the line items. Afterwards, double-click the

KZ

vendor payment line (KZ). Select  in order to display the general ledger items.

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	50		100000	Bank	5,250.00-	USD	
	2	25		101999	Olympic Protective Gear	5,250.00	USD	

Click on the exit icon  three times to return to the SAP Easy Access screen.

