

**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 “Global Bike Inc.“ (US00).

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

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

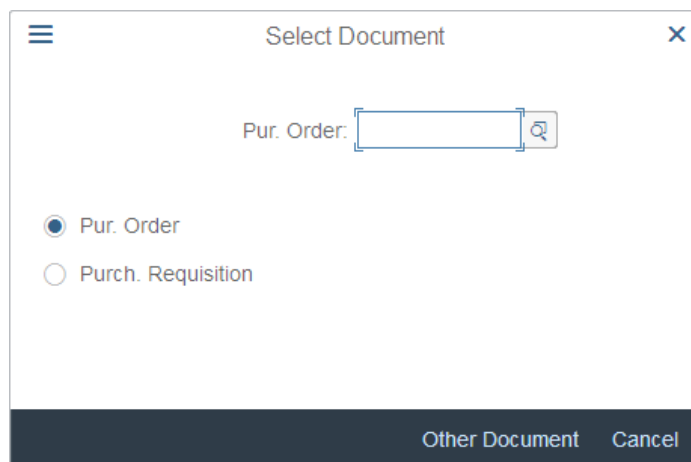
Menu path

**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*.

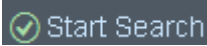


In the opening screen, choose the “Purchasing Documents per Supplier“ tab.

The screenshot shows the SAP Purchasing Document Number (1) search criteria form. The form is titled "Purchasing Document Number (1)" and has a breadcrumb trail: "Purchasing Documents per Cost Center" > "Purchasing Documents per Supplier" > "Purchasing ...". The form contains the following fields:

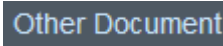
- Vendor: 101999
- Purch. organization: US00
- Purchasing Group: N00
- Document Date: (empty)
- Purch. Doc. Category: (empty)
- Order Type: NB
- Purchasing Document: (empty)
- Maximum No. of Hits: 500

At the bottom of the form, there are three buttons: "Start Search" (with a checkmark icon), "Multiple Selection" (with a double arrow icon), and "Close" (with an 'X' icon).


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  .

101999  
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  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 ► GR for Purchase Order**

Menu path

Change the operation to *Display* and the reference document to *Material Document*.

In the field *Material Document*, enter the receipt number **5000000000** for the goods receipt. Press enter. 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“.

5000000000

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Bus...	Stock S
1	Off Road Helmet	60	EA	Trading Goods	BI00	
2	Road Helmet	150	EA	Trading Goods	BI00	

Click on the exit icon [Exit](#) 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	80	QHMT### 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.

2016  
101999  
US00  
Invoices Verified Online

Invoice Overview - Selection Criteria

Save More ▾ Exit

Document Number:  to:

Fiscal Year:  to:

Processor:  to:

Invoicing Party:  to:

Company Code:  to:

Document Date:  to:

Posting Date:  to:

Document Type:  to:

Reference:  to:

Document Header Text:  to:

Entry Type

Background  Invoicing Plan

Invoices Verified Online  Cancellation

EDI  Revaluation

BAPI  Held/Parked

Start your search by clicking **Execute** 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 **Exit** 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  
2016

You are directed to the invoice document:

Display Invoice Document 5105600101 2016

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

Invoice date: 30.05.2016  
Posting Date: 30.05.2016  
Amount: 5.250,00 USD  
Tax Amount: 0,00  
Text: Invoice 00123-999  
Paymt terms: Due immediately  
Baseline Date: 30.05.2016  
Company Code: US00 Global Bike Inc. Dallas

Item	Amount	Quantity	Purchase ord...	Item	PO Text
1	1.500,00	60 EA	4500000000	10	Off Road Helmet

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

Document Number: 5105600101  
Document Date: 30.05.2016  
Reference:   
Currency: USD

Company Code: US00  
Posting Date: 30.05.2016  
Cross-Comp.No.:   
Texts Exist:

Fiscal Year: 2016  
Period: 5  
Ledger Group:   
Layout: All In

Co...	Item	Key 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 **Exit** 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)

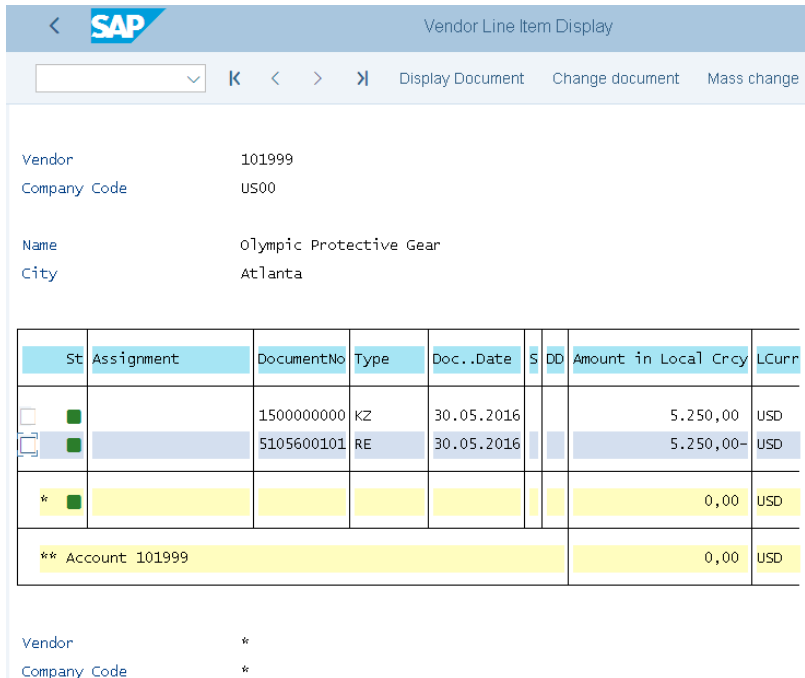
In order to display the line items of a vendor, follow the menu path:

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:

101999  
US00  
All Items




The screenshot shows the SAP Vendor Line Item Display screen. The title bar reads 'Vendor Line Item Display'. Below the title bar, there are navigation buttons: a dropdown menu, 'K', '<', '>', and '>|'. To the right of these buttons are three action buttons: 'Display Document', 'Change document', and 'Mass change'. The main area displays vendor information: Vendor 101999, Company Code US00, Name Olympic Protective Gear, and City Atlanta. Below this is a table with columns: St, Assignment, DocumentNo, Type, Doc..Date, S, DD, Amount in Local Crcy, and LCurr. The table contains three rows: a debit posting (KZ) for document 1500000000 dated 30.05.2016 with an amount of 5.250,00 USD; a credit posting (RE) for document 5105600101 dated 30.05.2016 with an amount of 5.250,00- USD; and a summary row for account 101999 with a balance of 0,00 USD. At the bottom, there are fields for Vendor (\*) and Company Code (\*).

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr
		1500000000	KZ	30.05.2016			5.250,00	USD
		5105600101	RE	30.05.2016			5.250,00-	USD
*							0,00	USD
** Account 101999							0,00	USD


Vendor \*

Company Code \*

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...	Item	Key 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 vendor payment line (KZ). Select [Call Up Document Overview](#) in order to display the general ledger items.

KZ

Co...	Item	Key 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 [Exit](#) three times to return to the SAP Easy Access screen.

