

**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).

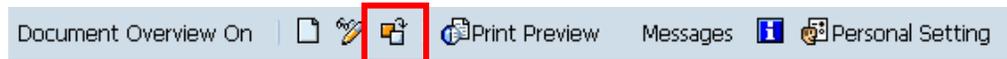
**Name (Position)** Tirrell Winsten (Buyer)

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

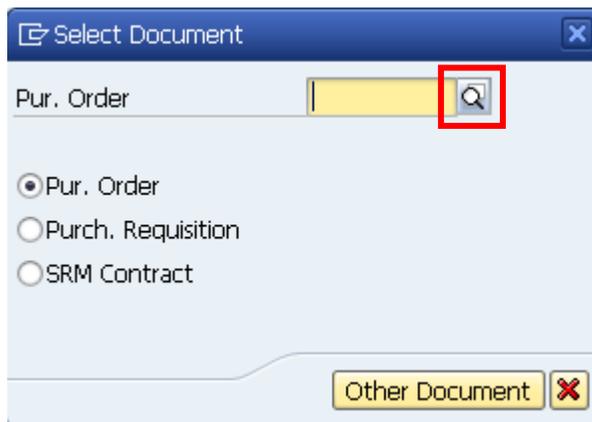
Menu path

**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.

Purchasing Document Number (1)

Purchasing Documents per Vendor | Purchasing Documents for Material

Vendor

Purch. Organization

Purchasing Group

Document Date

Purch. Doc. Category

Order Type

Purchasing Document

Maximum No. of Hits

For Vendor enter **101000** (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 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“.

Line	Mat. Short Text	Qty in UnitE	E... SLoc	Batch	Valuation ...	M... D'Stock Type	Plant	S... Custome
1	Off Road Helmet	60	EA Trading Goods			101 + Unrestrict...	DC Miami	
2	Road Helmet	150	EA Trading Goods			101 + Unrestrict...	DC Miami	

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 **2014** for Fiscal Year, **101000** 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	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2014	to	<input type="text"/>	
Processor	<input type="text"/>	to	<input type="text"/>	
Invoicing Party	101000	to	<input type="text"/>	
Company Code	US00	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Reference	<input type="text"/>	to	<input type="text"/>	
Document Header Text	<input type="text"/>	to	<input type="text"/>	

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 predecesing 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

---



## MM 4: Post 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 (101000) 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 **2014** for Fiscal Year. Click “Display Document“ (F2).

Invoice document number  
2014

Display Document	
Invoice Document No.	<input type="text"/>
Fiscal Year	2014

You are directed to the invoice document:

**Display Invoice Document 5105600101 2014**

Show PO structure | Follow-On Documents ...

Transaction: 1 Invoice | 5105600101 | 2014

Basic Data | Payment | Details | Tax | Contacts | Note

Invoice date: 06/16/2014 | Reference:

Posting Date: 06/16/2014

Amount: 5,250.00 | USD |  Calculate tax

Tax Amount: 0.00 | XI XI (Input Tax)

Text: Rechnung 00123-000

Paymt terms: Due immediately

Baseline Date: 06/16/2014

Company Code: US00 Global Bike Inc. Dallas

Vendor 0000101000

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	<input type="checkbox"/>	4500000000	10	Off Road Helmet	XI XI (1)
2	3,750.00	150 EA	<input type="checkbox"/>	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: 5100000000 | Company Code: US00 | Fiscal Year: 2014

Document Date: 06/16/2014 | Posting Date: 06/16/2014 | Period: 6

Reference:  | Cross-Comp.No.:

Currency: USD | Texts exist:  | Ledger Group:

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	31		101000	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 (101000)).

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 000) 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

Vendor Line Item Display										
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		1500000000	KZ	06/16/2014			5,250.00	USD	1500000000	
		5100000000	RE	06/16/2014			5,250.00-	USD	1500000000	Rechnung 00123-000
*							0.00	USD		
**	Account 101000						0.00	USD		
Vendor: *										
Company Code: *										
Name: *										
City: *										
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
***							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		101000	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  in order to display the general ledger items.

KZ

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	50		100000	Bank	5.250,00-	USD	
	2	25		101000	Olympic Protective Gear	5.250,00	USD	

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

