Work with Accounts Payable

| Explanation	Screenshot
(i) As a member of the finance department of your company, you also need to understand the integration of accounts payable with general ledger accounting, materials management, and management accounting within SAP S/4HANA. To learn more about how to work with accounts payable, follow this interactive tutorial.	
(i) In the following steps, you will display the result of the purchase order you created.	
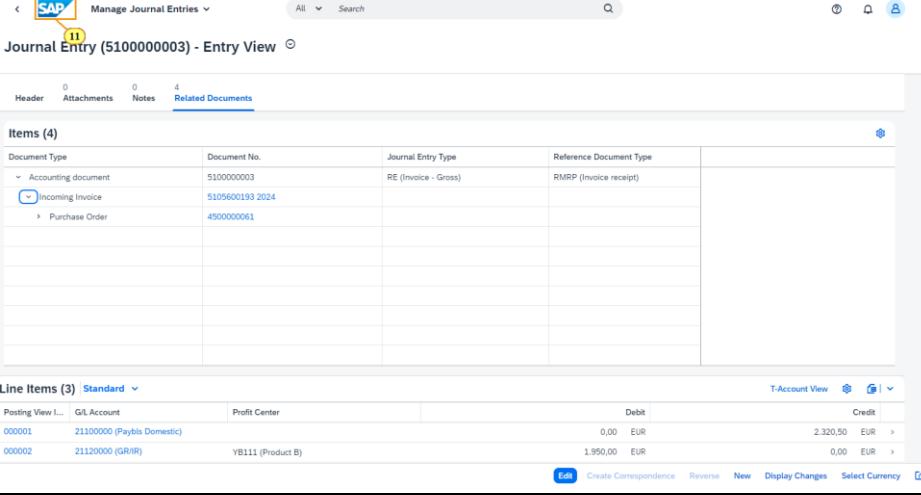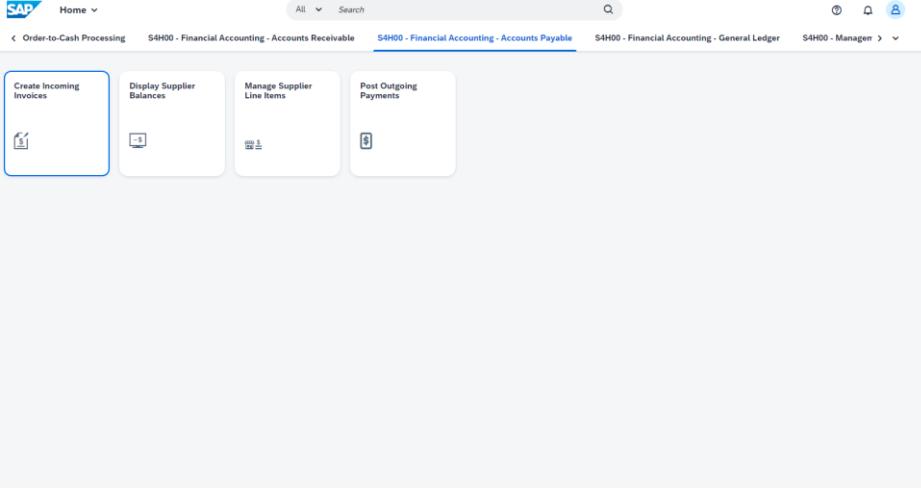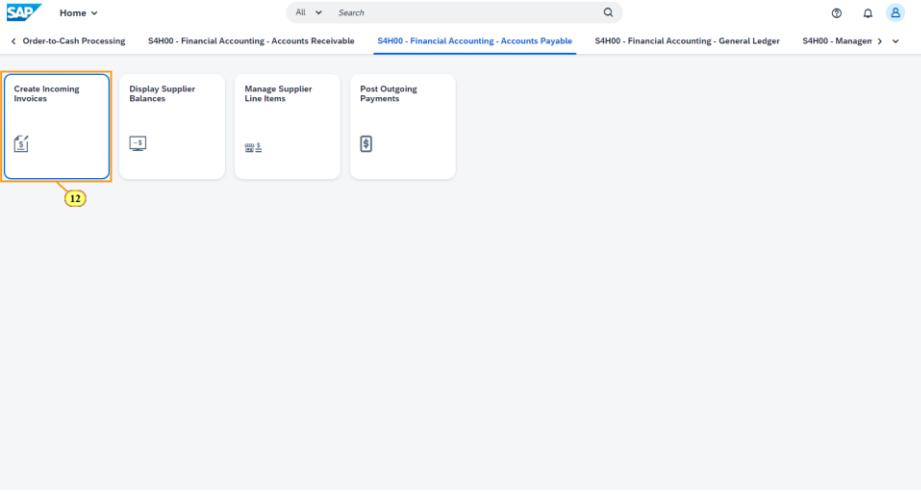
Explanation	Screenshot
1. To open the app, select the *Display Supplier Balances* tile.	
2. In the *Supplier* field, enter **T-AV01**.	
ⓘ The *Company Code* has already been entered.	

Explanation	Screenshot
3. In the *Fiscal Year* field, enter **2024**.	
4. Choose *Go*.	
ⓘ The balance of the supplier is displayed.	

Explanation	Screenshot
5. Choose *2.320,50*.	
(i) You can now see the line items of the supplier.	
(i) Note the number of the accounting document (Journal Entry).	

Explanation	Screenshot
6. Choose *5100000003*.	
7. Choose *5100000003*.	
8. Choose *Back to Journal Entry*.	
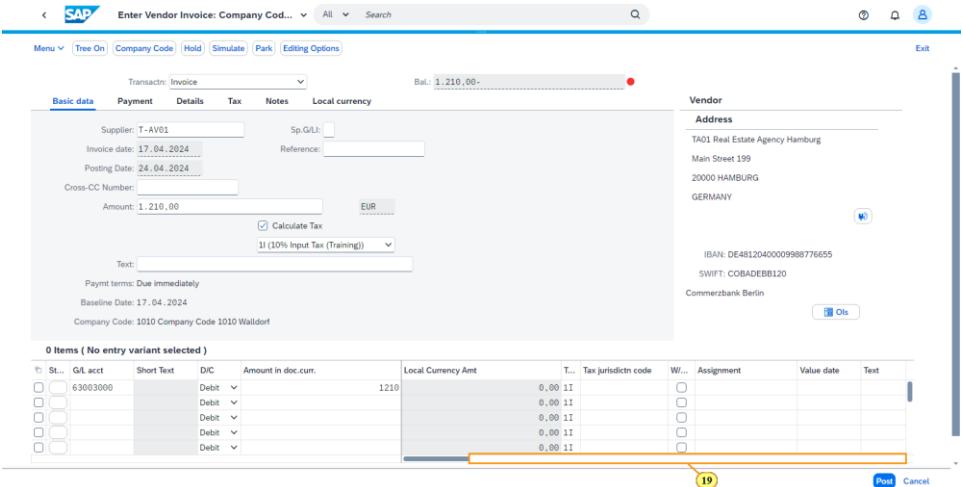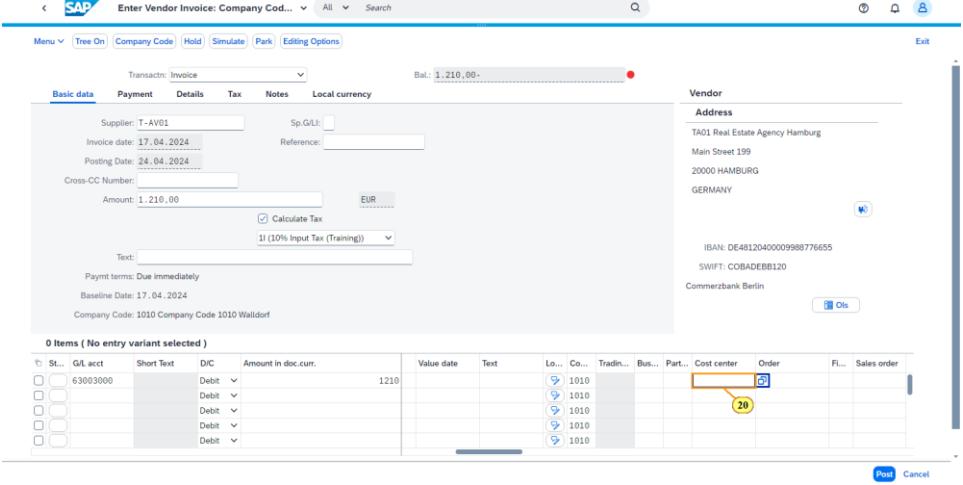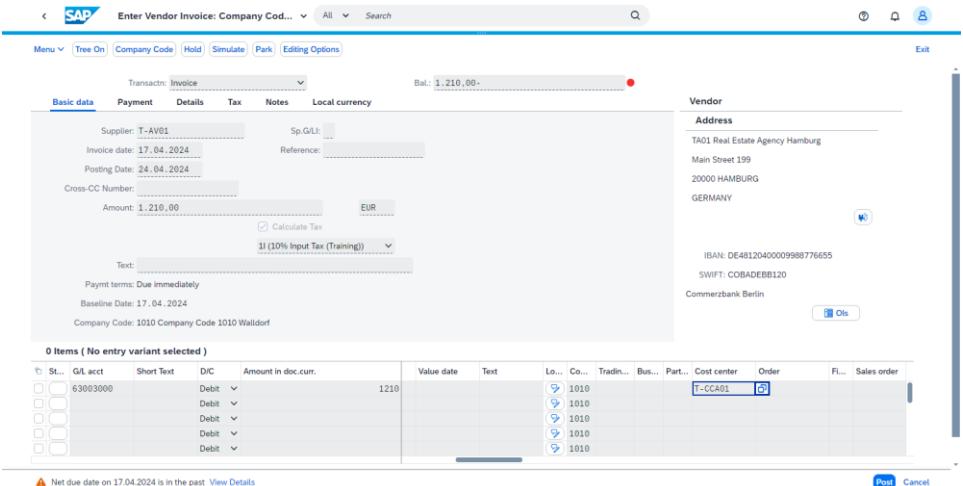
Explanation	Screenshot
9. Choose *Related Documents*.	
10. To expand the *Incoming Invoice* pane, choose the arrow.	
ⓘ You can now see the link to the original purchase order and the connected invoice number.	

Explanation	Screenshot
11. To return to the launchpad, choose *SAP*.	
ⓘ In the following steps, you will post an invoice.	
12. To open the app, select the *Create Incoming Invoices* tile.	
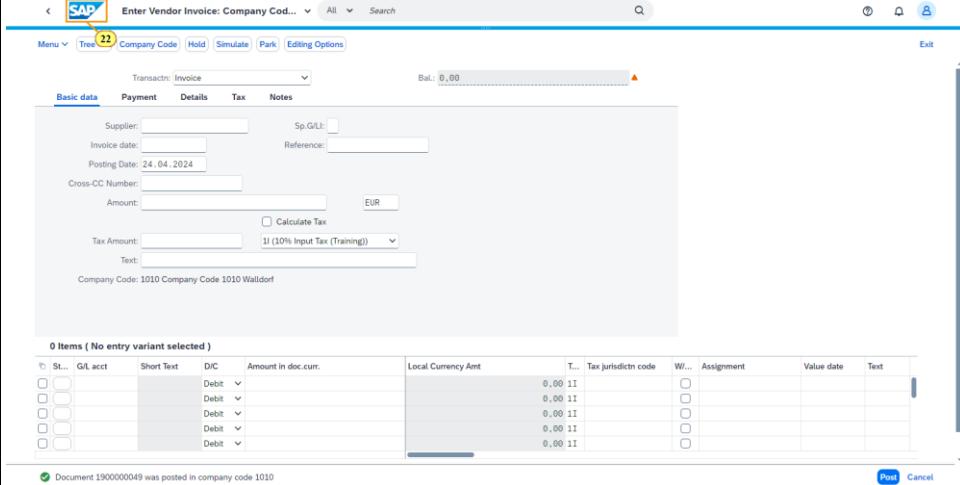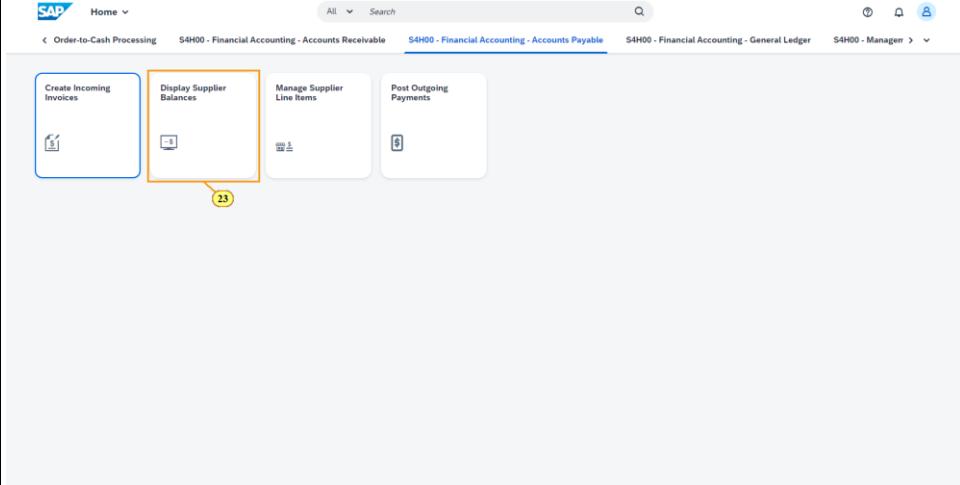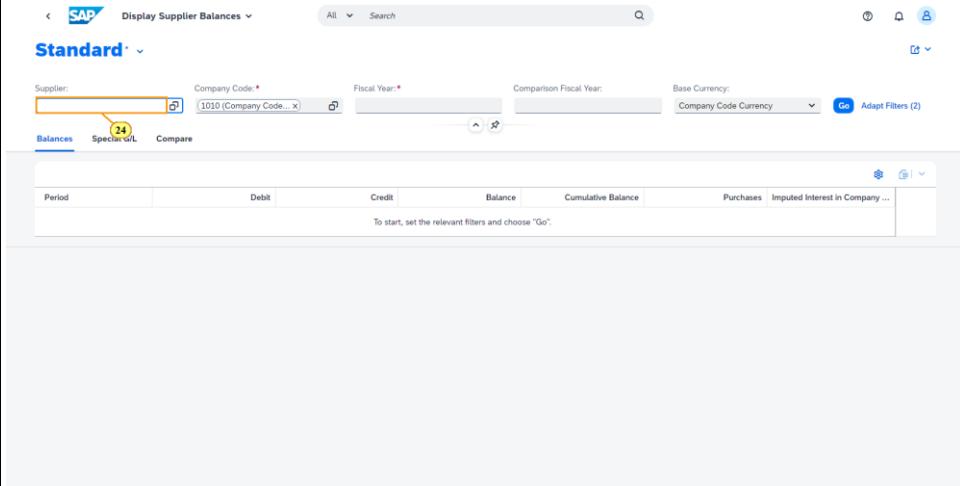
Explanation	Screenshot
💡 If the Company Code dialog box appears, enter the company code 1010 and choose Continue.	
13. In the *Supplier* field, enter **T-AV01**.	
14. In the *Invoice date* field, enter **17.04.2024**.	
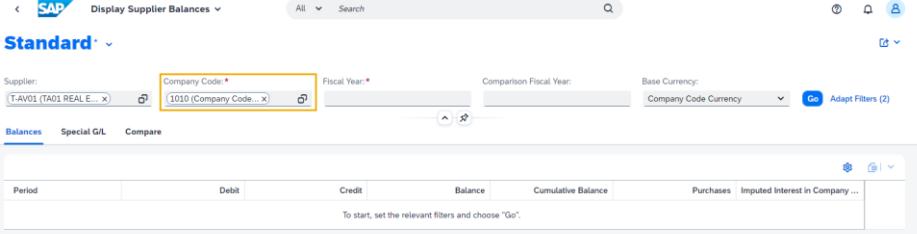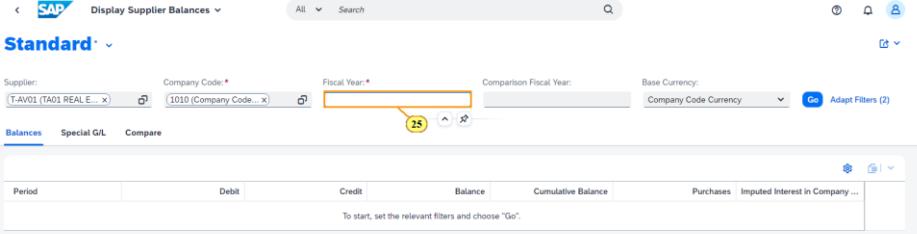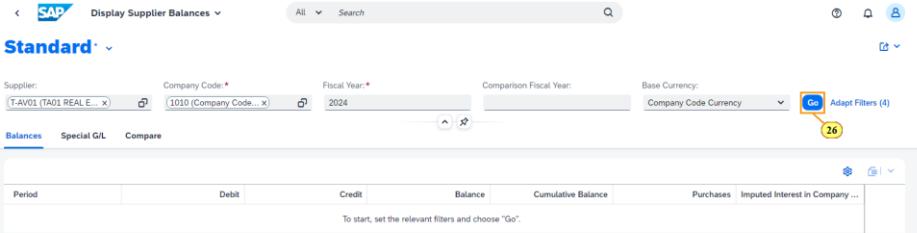
Explanation	Screenshot
ⓘ The *Posting Date* has already been entered.	
15. In the *Amount* field, enter **1210**.	
16. Select *Calculate Tax*.	

Explanation	Screenshot
ⓘ The *Tax Code* has already been selected.	
17. In the *G/L acct* field, enter **63003000**.	
18. In the *Amount in doc. curr.* field, enter **1210**.	
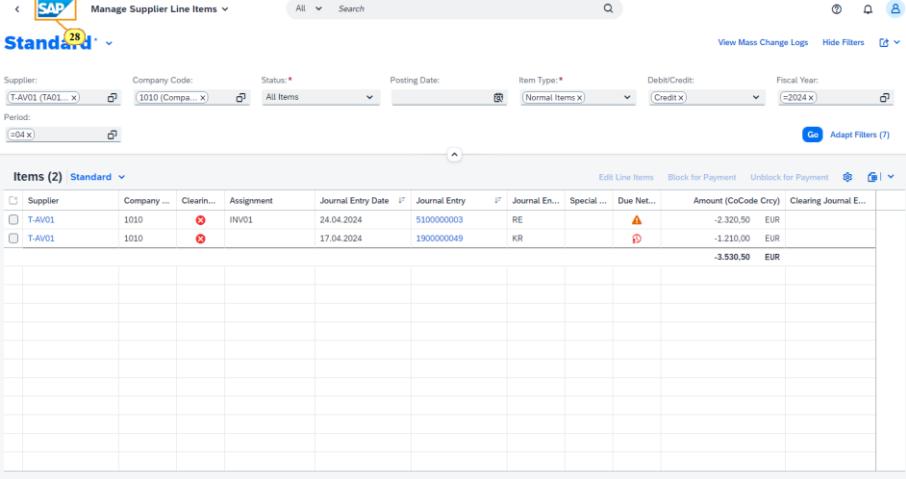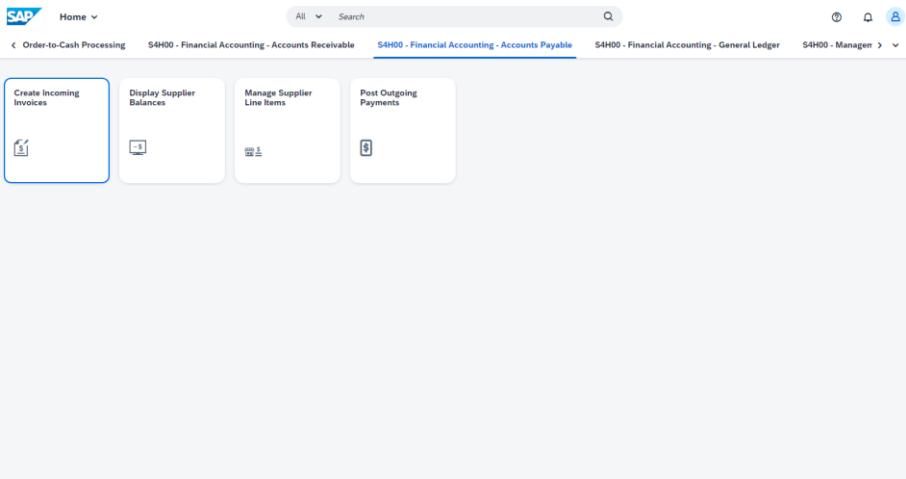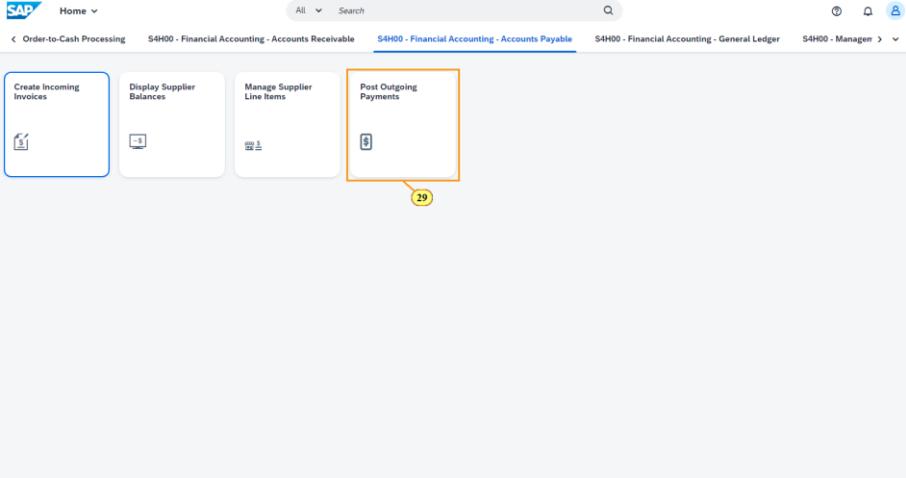
Explanation	Screenshot
19. To view additional data, select the scroll bar to scroll right.	
20. In the *Cost center* field, enter **T-CCA01**.	
Please press **Enter**.	
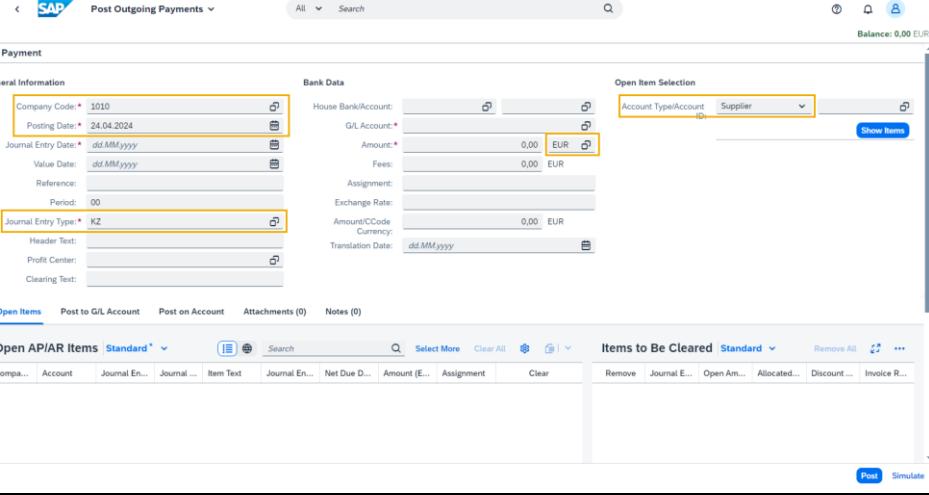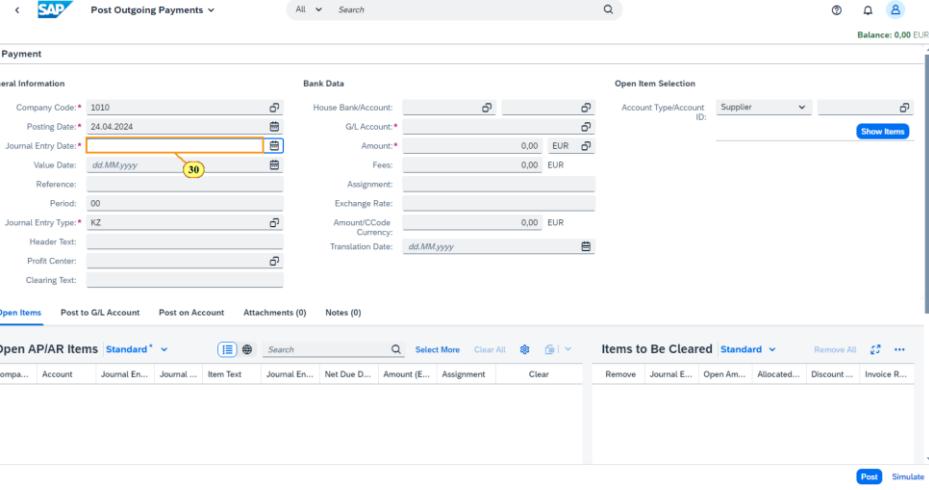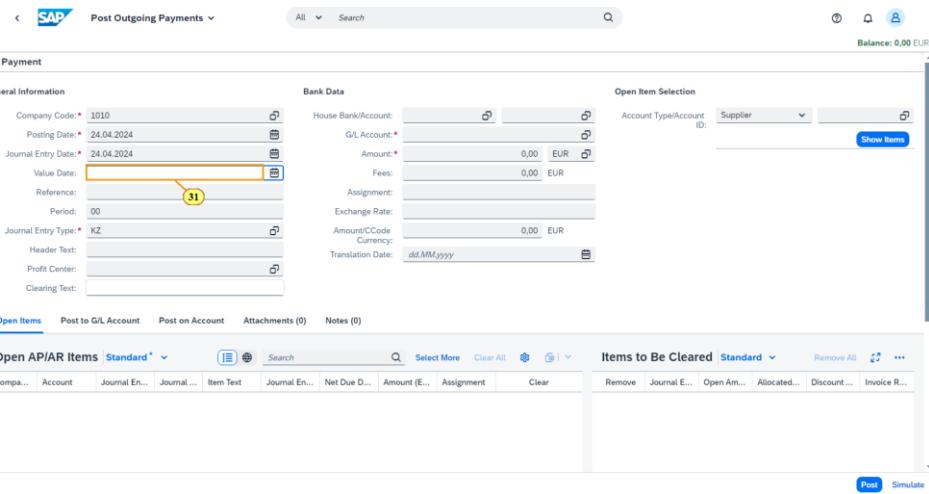
Explanation	Screenshot
21. Choose *Post*.	
ⓘ You have now posted the invoice.	
ⓘ Note the journal entry number of the invoice.	
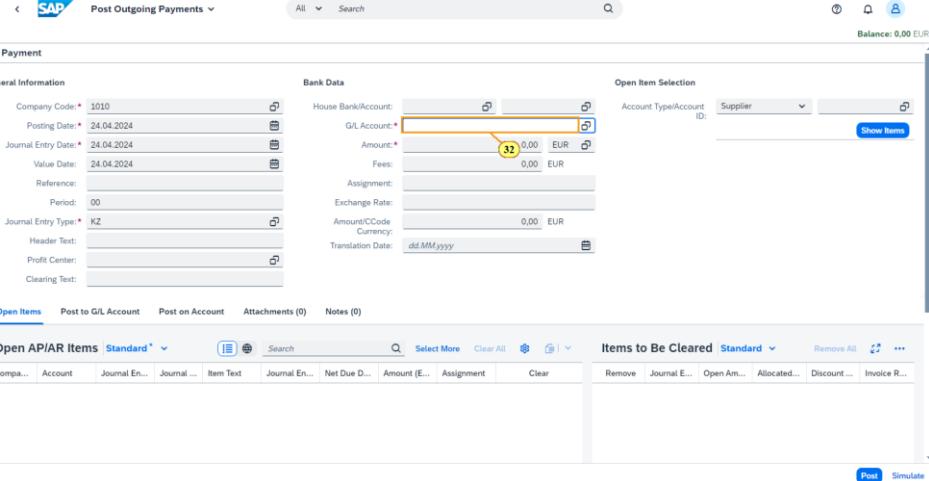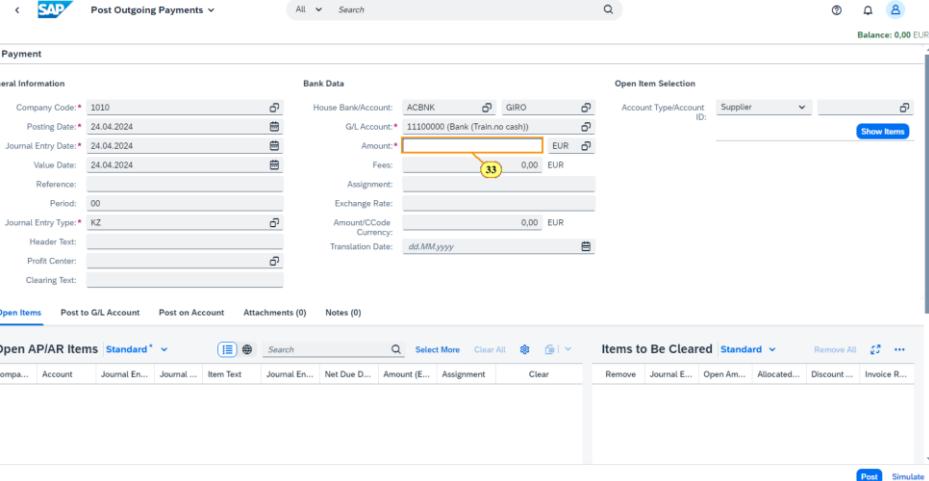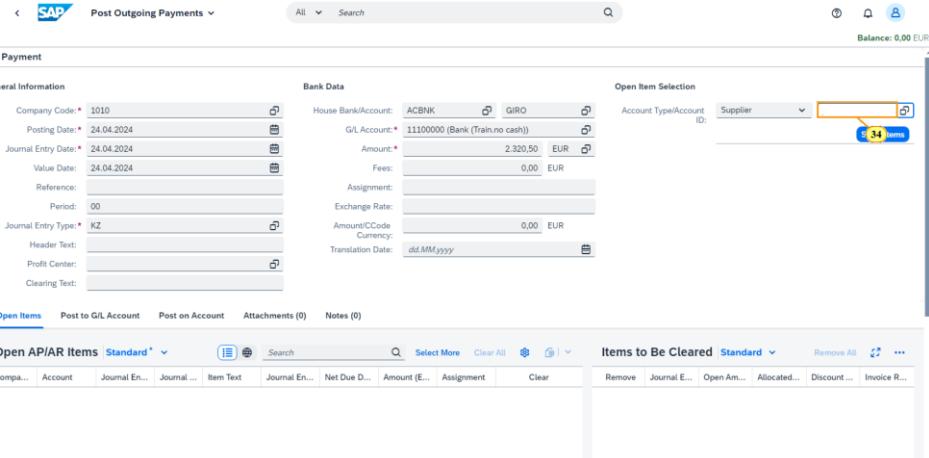
Explanation	Screenshot
22. To return to the launchpad, choose *SAP*.	
23. To open the app, select the *Display Supplier Balances* tile.	
24. In the *Supplier* field, enter **T-AV01**.	

Explanation	Screenshot
ⓘ The *Company Code* has already been entered.	
25. In the *Fiscal Year* field, enter **2024**.	
26. Choose *Go*.	
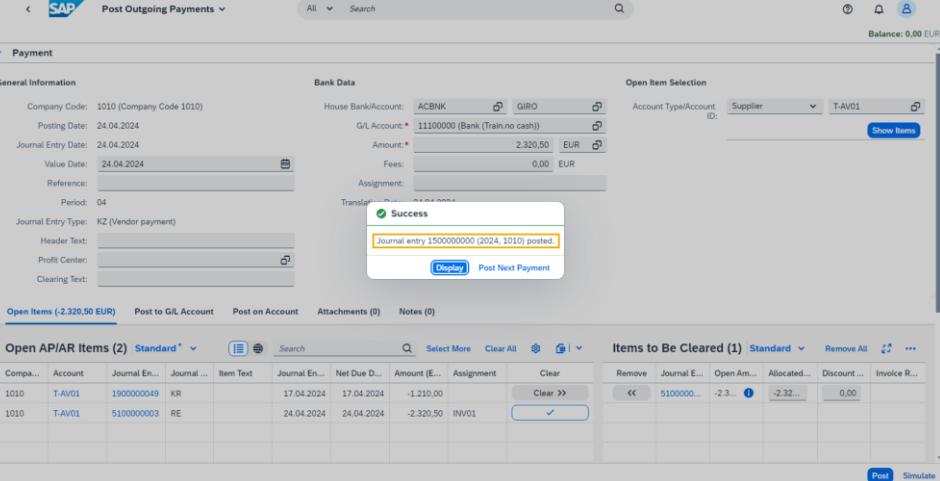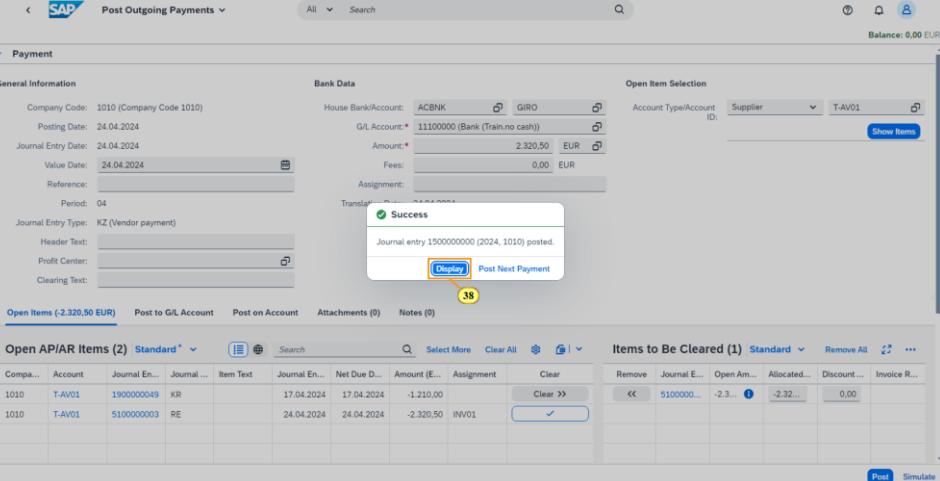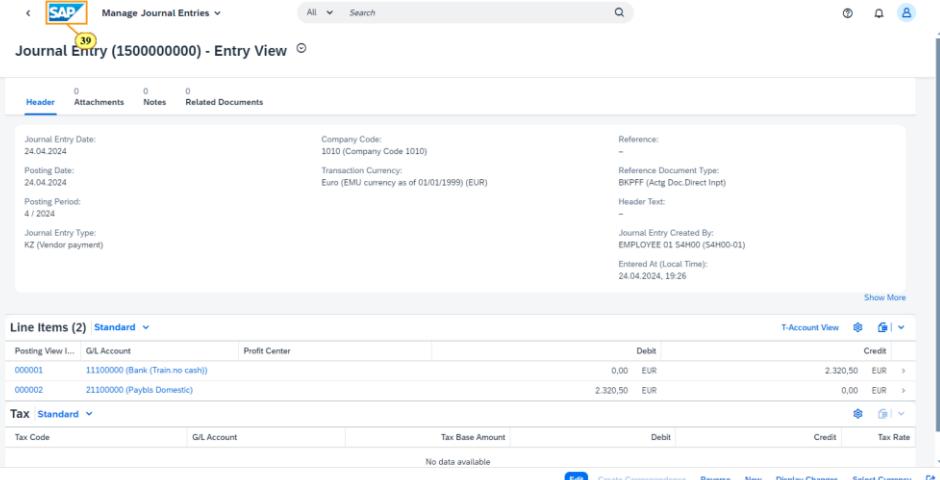
Explanation	Screenshot
(i) You can now see the balance of the supplier.	
27. Choose *3.530,50*.	
(i) You can now see two line items.	

Explanation	Screenshot
28. To return to the launchpad, choose *SAP*.	
ⓘ In the following steps, you will post an outgoing payment.	
29. To open the app, select the *Post Outgoing Payments* tile.	

Explanation	Screenshot
(i) For this tutorial, the data has been entered for you.	
30. In the *Journal Entry Date* field, enter **24.04.2024**.	
31. In the *Value Date* field, enter **24.04.2024**.	
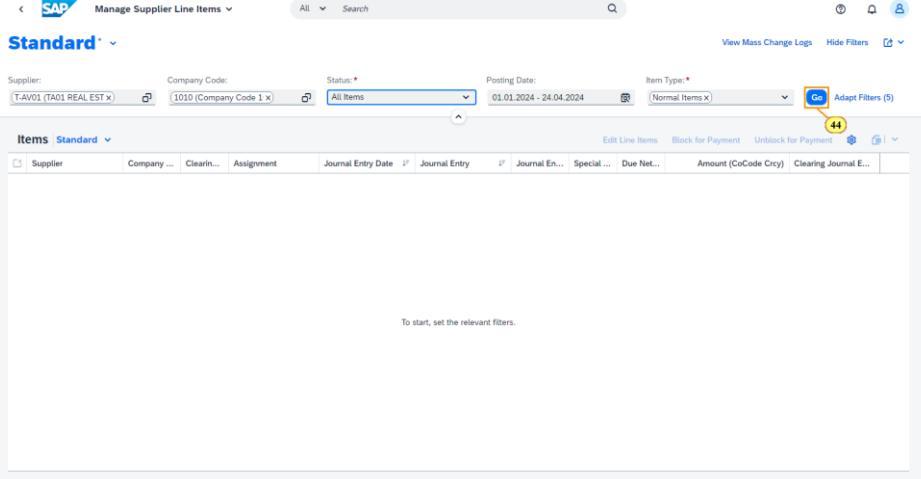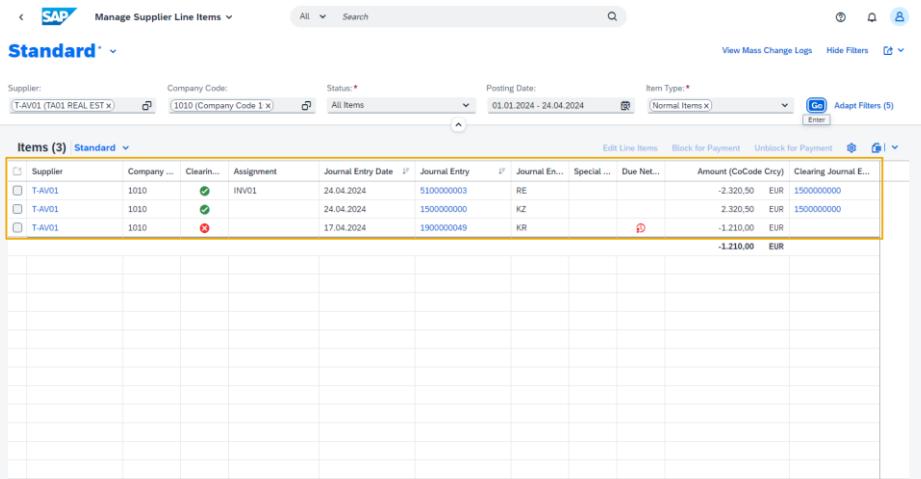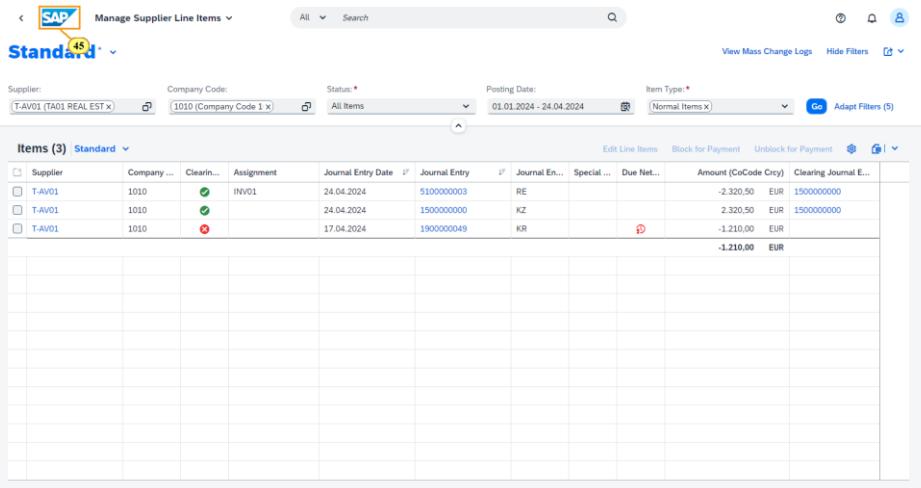
Explanation	Screenshot
32. In the *G/L Account* field, enter **11100000** and press Enter.	
33. In the *Amount* field, enter **2320,50**.	
34. In the *Account ID* field, enter **T-AV01**.	
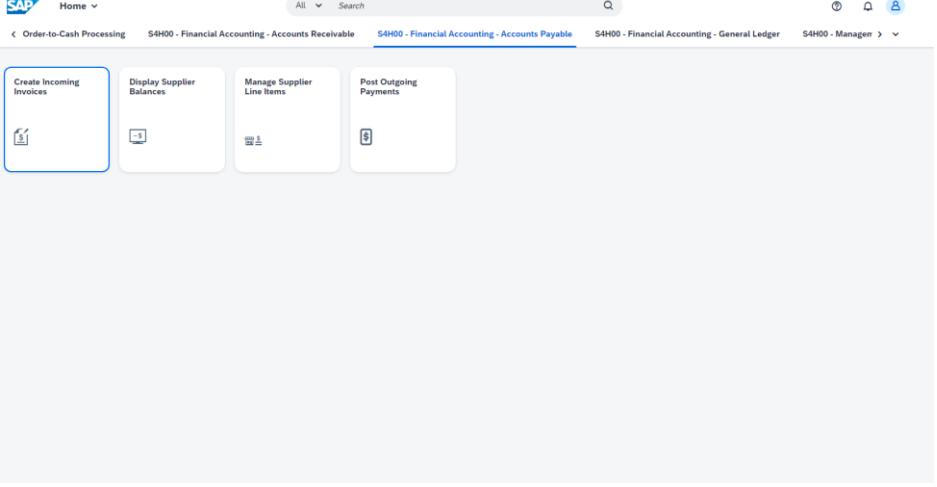
Explanation	Screenshot
35. Choose *Show Items*.	
36. Choose *Clear*.	
37. Choose *Post*.	

Explanation	Screenshot
(i) Note the journal entry number.	
38. Choose *Display*.	
39. To return to the launchpad, choose *SAP*.	

Explanation	Screenshot
ⓘ In the following steps, you will analyze the impact of the payment on the supplier line items.	
40. To open the app, select the *Manage Supplier Line Items* tile.	
41. In the *Supplier* field, enter **T-AV01**.	

Explanation	Screenshot
ⓘ The *Company Code* has already been entered.	
42. Open the *Status* list.	
43. Select *All Items*.	

Explanation	Screenshot
44. Choose *Go*.	
ⓘ You can now see one open item and two cleared items.	
45. To return to the launchpad, choose *SAP*.	

Explanation	Screenshot
(i) You have successfully worked with accounts payable. This concludes the interactive tutorial.	