## MM 1: Display Purchase Order

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|---|---|
| **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:

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

Menu path

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.

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.

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 Exit to return to the SAP Easy Access screen.

101999
US00
N00
NB

## 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

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

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## ▮ MM 3: Display Invoice Overview from the Vendor

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|---|---|
| **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 |
|---|---|---|---|---|
| | | **Invoice 00123-###** | | |
| 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**

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

Menu path

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

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
_____

☐

## MM 4: Display Payment to Vendor

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

**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)

**Time** 10 min

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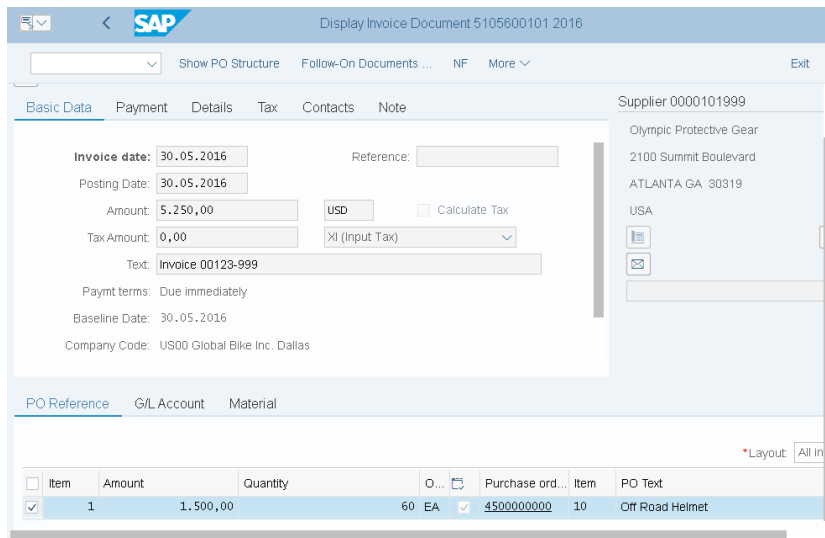
**Logistics ► Materials Management ► Logistics Invoice Verification ► Further Processing ► Display Invoice Document**

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

| < SAP | Display Invoice Document |
| --- | --- |
| ▼ | Display Document More ▼ |
| Invoice Document No.: | |
| Fiscal Year: 2016 | |

You are directed to the invoice document:
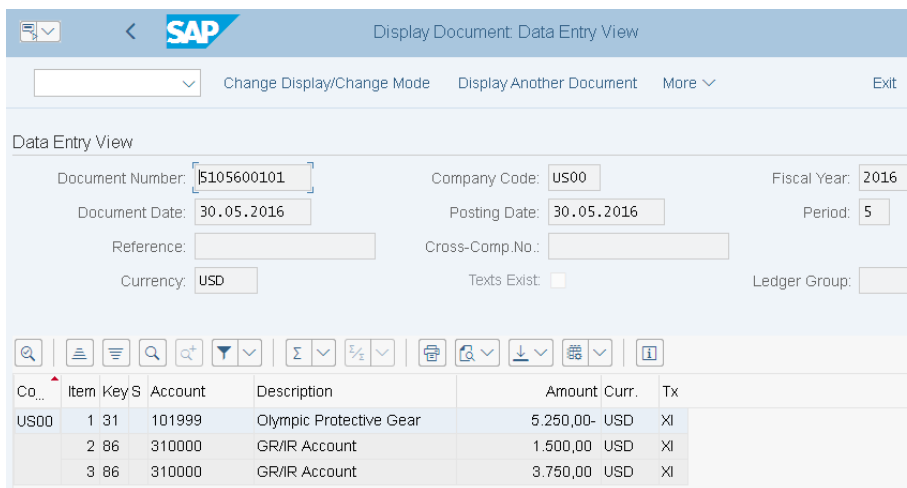
Display the posting that originated from the clearing of the vendor account through the payment to the vendor by clicking the **Follow-On Documents** button (on the top of the screen).



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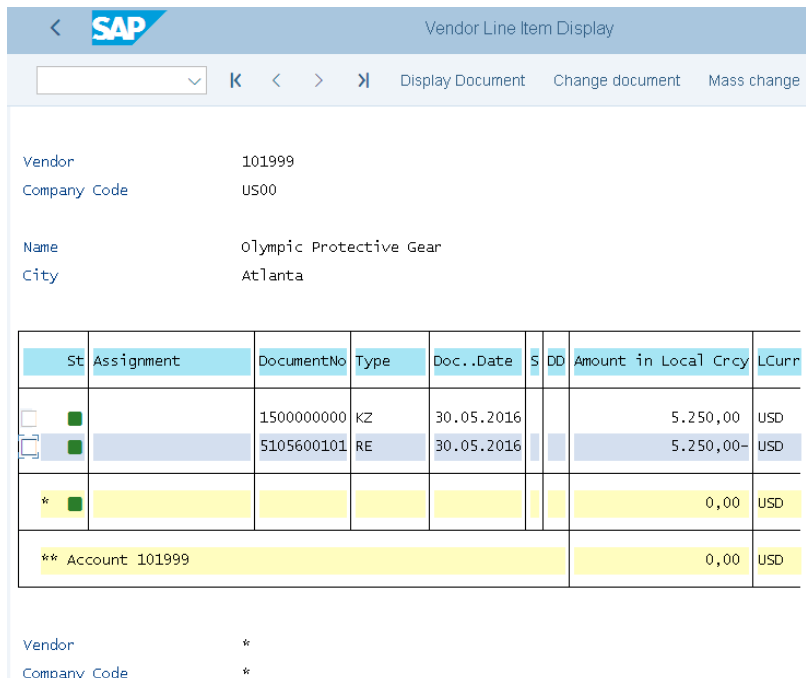
    **Accounting ► Financial Accounting ► Accounts Payable ► Account ► Display/Change Line Items**

Menu path

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 Execute . A screen similar to the one shown below should appear:

101999
US00
All Items



You can see that all postings for the vendor are balanced. Double-click the invoice line (RE). Select Call Up Document Overview 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.