

From Procurement to Payment:

Turning SAP Data Into Insights

Presented By: Christene Chavez

PROJECT OVERVIEW:

- Simulated a full purchasing-to-payment process in SAP for a bicycle company.
- Followed each step that creates financial data: order → receive → invoice → pay.
- Checked that the data landed in the right accounts and cost centers.
- Turned the final, clean data into visuals that leaders could understand.
- Goal: show how organized data supports better budgeting and reporting.



F1: Procurement-to-payment process - data moves through every step of the cycle.

SAP Process Steps:

1. Create Purchase Order – Record what's being bought and from whom.
2. Receive Goods – Update inventory and confirm delivery.
3. Record Vendor Invoice – Match order, delivery, and invoice for accuracy.
4. Make Payment – Post the payment transaction to the vendor.
5. Review & Report – Check entries, correct errors, and generate financial reports.

Key Skills Demonstrated:

- SAP links billing (what was sold or invoiced) to the accounting entry automatically.
- You can see what happened in operations and how it hit the books.
- This creates a full audit trail: what we did, what we billed, what we recorded.
- That traceability is what organizations need for compliance and transparency.

Purchase Order:

- SAP creates a purchase order when the company needs materials.
- The PO stores who we're buying from, what we're buying, and the price.
- This single screen becomes the starting point for all later finance entries.
- If this is right, the rest of the process is easier and more accurate.

Create Purchase Order

Personal Setting More

Standard PO Vendor: 114127 Wenger 27 Doc. Date: 04/19/2023

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Incoterms

Purch. Org.: US27 27 GBI US
Purch. Group: N27 27 North America
Company Code: US27 27 Global Bike Inc.

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...
	10			GLOVE27	Extra thick cycling gloves 27		195	EA	D 04/19/2023	27.00	USD

Item: [10] GLOVE27 , Extra thick cycling gloves 27

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirm... >

S...	C	Delivery Date	Sched. Qty	Time	Stat.	Del. Dte	GR qty	Purchase Req.	Requis...	No...	Open Quantity	S
	D	04/19/2023		195		04/19/2023		10000002	10		1951	

F2: Purchase order - where financial tracking begins in SAP.

DATASET:

- SAP automatically “buckets” every transaction into accounts, vendors, and cost centers.
- Each action in the process (order, goods received, invoice, payment) becomes a line of data.
- Because it’s structured this way, the company can see what was spent, where, and on what.
- This organized data is what feeds the financial statements at the end.

Enter G/L Account Document: Company Code US27

Basic Data Details

Document Date: 01/31/2023 Currency: USD

Posting Date: 01/31/2023

Reference: ADJ01

Doc.Header Text: Monthly office supplies x

Cross-CC Number:

Company Code: US27 27 Global Bike Inc. Dallas

Amount Information

Total Dr. 450.00 USD

Total Cr. 450.00 USD

2 Items (No entry variant selected)

	Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Long...	Compa...	Trading pa...	Busine...	Partne...	Cost center	Order	Fin. ...	Sales order	Item in s
<input type="checkbox"/>	✓	740000	Supplies ExpenseDebit	✓	450.00		US27			BI27		NAAD1027				
<input type="checkbox"/>	✓	200600	Inventory-OS	Credit	450.00		US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									
<input type="checkbox"/>				✓			US27									

F3: How transactions are categorized; each line connects to company accounts

G/L Account Document:

- The general ledger (G/L) is where all those transactions show up together.
- Each row is a real business action: a payment, a purchase, a sale.
- This view shows the debits and credits SAP made to keep the books balanced.
- This is the proof that the process worked from start to finish.

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✓	740000	Supplies Expense	Debit	450.00		US27			BI27		NAAD1027				
✓	200600	Inventory-OS	Credit	450.00		US27									
						US27									
						US27									
						US27									
						US27									
						US27									
						US27									

F3: General Ledger - organizes every transaction into accounts for reporting.

DATA ACCURACY CHECKS:

- Reviewed entries to make sure nothing was left “parked” or unfinished.
- Matched posting dates to the correct month/year so reports weren’t off.
- Checked that the right cost center or account was used for each transaction.
- This step is what makes the data trustworthy before anyone reports on it.

Further selections

Standard documents: ☒

Parked documents: ☒

Statistical documents: ☐

Sample documents: ☐

Recurring entry original docs: ☐

NAAD1027	NA27 US27 W	27 Admin Mgr	27 ADMIN COSTS	EN	01/01/2019 12/31/99
NAEX1027	NA27 US27 W	27 John Davis	27 JOHN DAVIS	EN	01/01/2019 12/31/99
NAEX2027	NA27 US27 W	27 Peter Weiss	27 PETER WEISS	EN	01/01/2019 12/31/99
NAGS1027	NA27 US27 S	27 NA Glob Sales Mgr	27 GLOBAL SALES COST	EN	01/01/2019 12/31/99
NAHR1027	NA27 US27 W	27 NA HR Mgr	27 HR COSTS	EN	01/01/2019 12/31/99
NAHR2027	NA27 US27 R	27 NA HR Mgr	27 HR TRADE FAIR	EN	01/01/2019 12/31/99
NAHR3027	NA27 US27 R	27 NA HR Mgr	27 HR RECRUITING	EN	01/01/2019 12/31/99
NAIS1027	NA27 US27 H	27 NA Int Serv Mgr	27 INTERNAL SERVICES	EN	01/01/2019 12/31/99
NAIT1027	NA27 US27 H	27 Glob IT Mgr	27 IT COSTS	EN	01/01/2019 12/31/99
NAMK1027	NA27 US27 V	27 NA Mark Mgr	27 MARKETING COSTS	EN	01/01/2019 12/31/99
NAPC1027	NA27 US27 W	27 NA Proc Mgr	27 PROCUREMENT COSTS	EN	01/01/2019 12/31/99
NAPM1027	NA27 US27 L	27 Plnt Main Mgr	27 PLANT MAINT. COST	EN	01/01/2019 12/31/99
NAPR1027	NA27 US27 F	27 NA Prod Mgr	27 PRODUCTION COSTS	EN	01/01/2019 12/31/99
NAQM1027	NA27 US27 F	27 NA QM Mgr	27 QUALITY MGMT COST	EN	01/01/2019 12/31/99
NARD1027	NA27 US27 F	27 NA R&D Mgr	27 R&D COSTS	EN	01/01/2019 12/31/99
NASA1027	NA27 US27 S	27 NA Sales Mgr	27 SALES COSTS	EN	01/01/2019 12/31/99
NASM1027	NA27 US27 H	27 NA Serv Mgr	27 CUST SERV COST	EN	01/01/2019 12/31/99

F4: Verification checks — catching and correcting early data entry errors.

F5: Cost centers — showing where each transaction is assigned for budgeting.

Validation Details:

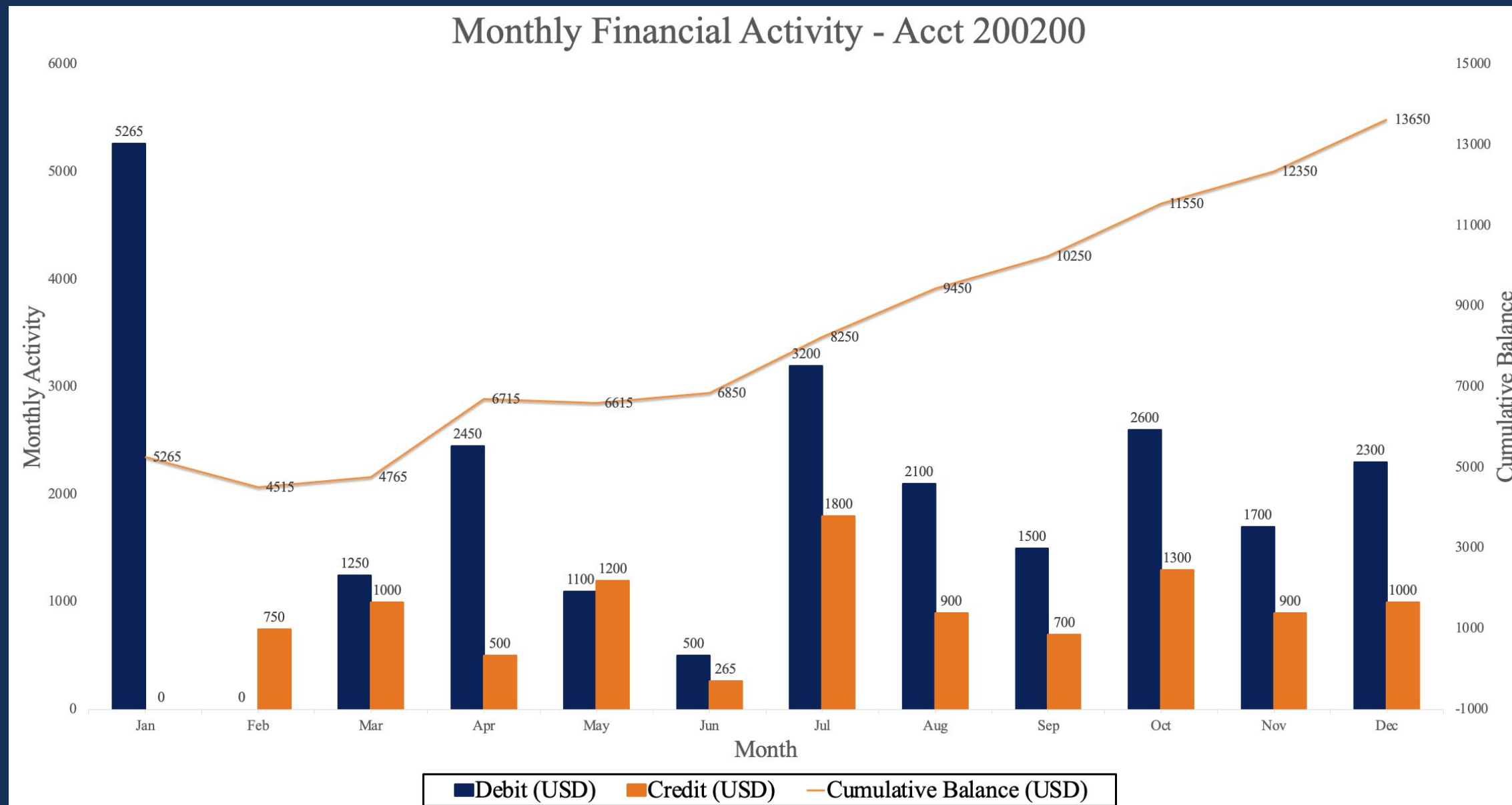
- Looked for documents that were saved but not fully posted.
- Confirmed those items were completed so totals would be correct.
- Reviewed cost center assignments to be sure spending was tied to the right area.
- These are the small fixes that prevent bigger problems in the final report.

The screenshot shows the SAP 'Compact Document Journal' configuration interface. It includes fields for Company code (US66), Document Number, Fiscal Year (2025), Ledger (0L), and Ledger Group. Below these are 'General selections' for Posting date (01/01/2025 to 01/31/2025) and Reference number. The 'Further selections' section has checkboxes for Standard documents (checked), Parked documents (checked), Statistical documents, Sample documents, and Recurring entry original docs. The 'Output control' section has checkboxes for Display Totals Only and Reconcil. not sub-ledger act.

NAAD1027	NA27 US27 W	27 Admin Mgr	27 ADMIN COSTS	EN	01/01/2019 12/31/99
NAEX1027	NA27 US27 W	27 John Davis	27 JOHN DAVIS	EN	01/01/2019 12/31/99
NAEX2027	NA27 US27 W	27 Peter Weiss	27 PETER WEISS	EN	01/01/2019 12/31/99
NAGS1027	NA27 US27 S	27 NA Glob Sales Mgr	27 GLOBAL SALES COST	EN	01/01/2019 12/31/99
NAHR1027	NA27 US27 W	27 NA HR Mgr	27 HR COSTS	EN	01/01/2019 12/31/99
NAHR2027	NA27 US27 R	27 NA HR Mgr	27 HR TRADE FAIR	EN	01/01/2019 12/31/99
NAHR3027	NA27 US27 R	27 NA HR Mgr	27 HR RECRUITING	EN	01/01/2019 12/31/99
NAIS1027	NA27 US27 H	27 NA Int Serv Mgr	27 INTERNAL SERVICES	EN	01/01/2019 12/31/99
NAIT1027	NA27 US27 H	27 Glob IT Mgr	27 IT COSTS	EN	01/01/2019 12/31/99
NAMK1027	NA27 US27 V	27 NA Mark Mgr	27 MARKETING COSTS	EN	01/01/2019 12/31/99
NAPC1027	NA27 US27 W	27 NA Proc Mgr	27 PROCUREMENT COSTS	EN	01/01/2019 12/31/99
NAPM1027	NA27 US27 L	27 PInt Main Mgr	27 PLANT MAINT. COST	EN	01/01/2019 12/31/99
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NAQM1027	NA27 US27 F	27 NA QM Mgr	27 QUALITY MGMT COST	EN	01/01/2019 12/31/99
NARD1027	NA27 US27 F	27 NA R&D Mgr	27 R&D COSTS	EN	01/01/2019 12/31/99
NASA1027	NA27 US27 S	27 NA Sales Mgr	27 SALES COSTS	EN	01/01/2019 12/31/99
NASM1027	NA27 US27 H	27 NA Serv Mgr	27 CUST SERV COST	EN	01/01/2019 12/31/99

*F4 & F5: Close ups of validation checklist
and cost centers*

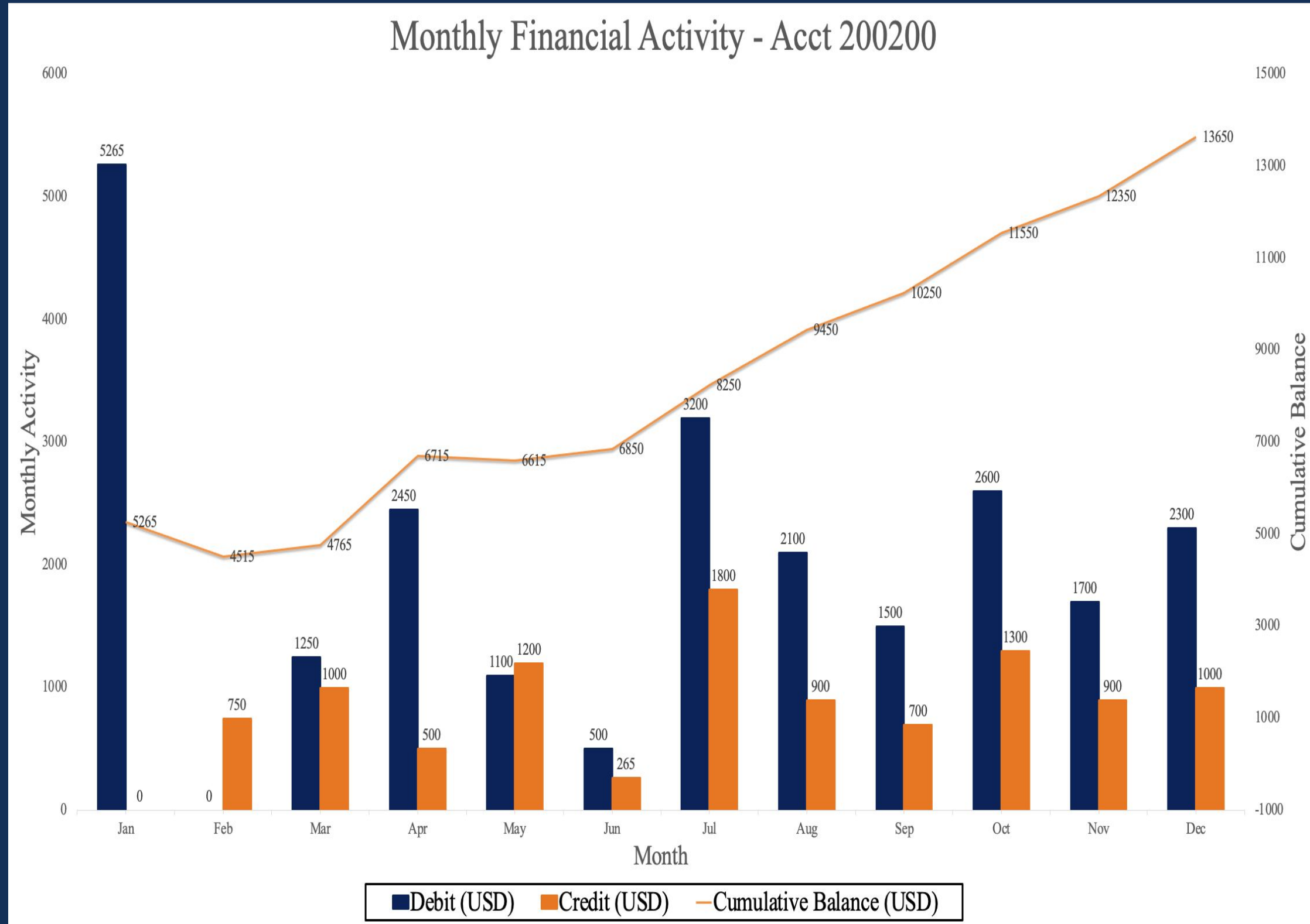
INSIGHTS:



F6: Monthly activity — tracking inventory spending and sales trends over time.

- Analyzed one inventory account over several months.
- Debits showed when the company bought more stock.
- Credits showed when the company sold items.
- The steady pattern told us the business was moving product and tracking it well.
- This is the kind of view leaders use to spot changes in spending or demand.

Inventory Close Up:



- Month-by-month activity makes trends easy to see.
- Helps notice if spending suddenly increases or slows down.
- This kind of visual is easier to read than a long list of transactions.
- It shows how clean data can be turned into a fast decision tool.

Impact:

- Cleaning the data early made the final reports accurate.
- Every number could be traced back to a real transaction in SAP.
- That builds trust for anyone using the report — finance, leadership, outreach.
- The same approach can be used for budgets, grants, or program reporting.

The screenshot displays the SAP Financial Statements interface for '66 Global Bike Inc. Financial Statement (USA)'. The report is for the reporting period of 01.2025-01.2025 compared to the comparison period of 01.2024-01.2024. The table lists various assets and liabilities, all of which show a zero difference between the two periods. The total difference is highlighted in yellow at the bottom of the table.

C	Comp	Bus.	Texts	Reporting period	Comparison period	Absolute	Rel	Sumtn
F	code	area		(01.2025-01.2025)	(01.2024-01.2024)	difference	dif	level
	US66		110400 Allowance for Bad Debt	2,500.00-	0.00	2,500.00-		
	US66		200600 Inventory-Operating Supplies	750.00	0.00	750.00		
	US66		200900 Inventory-Raw Materials (Direct Post)	69,378.00	0.00	69,378.00		
	US66		200910 Inventory-Finished Goods (Direct Post)	281,298.00	0.00	281,298.00		
	US66		200920 Inventory-Trading Goods (Direct Post)	122,466.00	0.00	122,466.00		
	US66		210000 Prepaid Insurance	5,000.00	0.00	5,000.00		
	US66		212000 Prepaid Advertising	1,000.00	0.00	1,000.00		
	US66		215000 Prepaid Rent	4,500.00	0.00	4,500.00		
	US66		220110 Land (Direct Post)	425,000.00	0.00	425,000.00		
	US66		220210 Property, Plant & Equipment (Direct Pos	915,000.00	0.00	915,000.00		
	US66		220310 Accumulated Depreciation-PP&E (Direct P	305,000.00-	0.00	305,000.00-		
	US66		300200 Payables-Miscellaneous	140,720.00-	0.00	140,720.00-		
	US66		300800 Accrued Expenses	988.00-	0.00	988.00-		
	US66		320000 Accrued Tax-Output	3,063.00-	0.00	3,063.00-		
	US66		329000 Common Stock	1,000,000.00-	0.00	1,000,000.00-		
	US66		330100 Retained Earnings (Direct Posting)	655,404.00-	0.00	655,404.00-		
				0.00	0.00	0.00		*1*

F7: Reconciled data — creates reliable, transparent financial reports.

Billing Items and Ledger:

- SAP links billing (what was sold or invoiced) to the accounting entry automatically.
- You can see what happened in operations and how it hit the books.
- This creates a full audit trail: what we did, what we billed, what we recorded.
- That traceability is what organizations need for compliance and transparency.

Invoice 90000498 (F2) Display: Overview of Billing Items

Invoice: 90000498
Payer: 19027
Billing Date: 04/26/2023

Net Value: 15,675.00 USD

Wenger 27 Company / 1234 Main St / Denver CO 80202

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curren...	Tax Amount	Req. Segment	Stock Segm
	18GLOVE27	Extra thick cycling gloves 27		165EA	15,675.00	USD	0.00		

F8: Billing overview — connects payments with the correct revenue accounts.

Data Entry View

Document Number: 90000000
Document Date: 04/26/2023
Reference: PO-27
Currency: USD

Company Code: US27
Posting Date: 04/26/2023
Cross-Comp.No.:
Texts Exist: ☐

Fiscal Year: 2023
Period: 4
Ledger Group:

Ledger 0L

Fiscal Year: 2023
Period: 4

Co...	Item	L.item	PK	Sf Account	Description	Amount	Curr.	Tx
US27	1	000001	01	110000	Trade A/R	15,675.00	USD	
	2	000002	50	600000	Sales Revenue	15,675.00	USD	

F9: Value verification — ensuring each amount matches the original entry

GENERATED REPORT:

27 Global Bike Inc. Dallas		G/L Account Balances				Time 08:53:03 Date 04/21/2023	
Ledger 0L		Per month April 2023 in company code US27				RFSUSA00/GBIFAC-02 Page	
G/L	Short Text	Debit Apr.	Credit Apr.	Debit Jan. - Apr.	Credit Jan. - Apr.	Debit Balance	Credit Balance
100000	Bank Account	0.00	0.00	682,466.00	553,134.00	129,332.00	0.00
* Subtotal 3	0000100	0.00	0.00	682,466.00	553,134.00	129,332.00	0.00
110100	Miscellaneous A/R	0.00	0.00	730,526.00	260,490.00	470,036.00	0.00
110400	Allowance Bad Debt	0.00	0.00	4,110.00	7,476.00	0.00	3,366.00
* Subtotal 3	0000110	0.00	0.00	734,636.00	267,966.00	470,036.00	3,366.00
** Subtotal 2	00001	0.00	0.00	1,417,102.00	821,100.00	599,368.00	3,366.00
200200	Inventory-TG	5,265.00	0.00	5,265.00	0.00	5,265.00	0.00
200600	Inventory-OS	0.00	0.00	2,300.00	1,680.00	620.00	0.00
200900	Inventory-RM (DP)	0.00	0.00	201,598.00	32,000.00	169,598.00	0.00
200910	Inventory-FG (DP)	0.00	0.00	562,596.00	542,417.00	20,179.00	0.00
200920	Inventory-TG (DP)	0.00	0.00	188,940.00	166,190.00	22,750.00	0.00
* Subtotal 3	0000200	5,265.00	0.00	960,699.00	742,287.00	218,412.00	0.00
210000	PP Insurance	0.00	0.00	10,000.00	7,500.00	2,500.00	0.00
* Subtotal 3	0000210	0.00	0.00	10,000.00	7,500.00	2,500.00	0.00
212000	PP Advertising	0.00	0.00	17,000.00	2,000.00	15,000.00	0.00
* Subtotal 3	0000212	0.00	0.00	17,000.00	2,000.00	15,000.00	0.00
215000	PP Rent	0.00	0.00	9,000.00	4,500.00	4,500.00	0.00
* Subtotal 3	0000215	0.00	0.00	9,000.00	4,500.00	4,500.00	0.00
216000	Deposits	0.00	0.00	3,000.00	3,000.00	0.00	0.00
* Subtotal 3	0000216	0.00	0.00	3,000.00	3,000.00	0.00	0.00
220110	Land (DP)	0.00	0.00	850,000.00	425,000.00	425,000.00	0.00
220210	PPE (DP)	0.00	0.00	1,837,195.00	915,000.00	922,195.00	0.00
220310	A/D-PPE (DP)	0.00	0.00	305,000.00	617,500.00	0.00	312,500.00
* Subtotal 3	0000220	0.00	0.00	2,992,195.00	1,957,500.00	1,347,195.00	312,500.00
** Subtotal 2	00002	5,265.00	0.00	3,991,894.00	2,716,787.00	1,587,607.00	312,500.00
300000	Payables-Trade	0.00	5,265.00	0.00	5,265.00	0.00	5,265.00
300200	Payable-Misc	0.00	0.00	188,970.00	289,190.00	0.00	100,220.00
300700	Payables-Sal & Wages	0.00	0.00	220,000.00	330,000.00	0.00	110,000.00
300800	Accrued Expenses	0.00	0.00	1,976.00	3,022.00	0.00	1,046.00
* Subtotal 3	0000300	0.00	5,265.00	410,946.00	627,477.00	0.00	216,531.00
310000	GR / IR Account	5,265.00	5,265.00	5,265.00	5,265.00	0.00	0.00
* Subtotal 3	0000310	5,265.00	5,265.00	5,265.00	5,265.00	0.00	0.00

F10: Final report — verified data ready for leadership review.

- After validation, SAP can produce a clean financial report.
- The report summarizes spending, balances, and activity for the period.
- Since the data was reviewed first, this report is ready to share.
- This is the kind of output leadership actually wants to see.

Report Deep-Dive:

- Shows the exact totals that came from the verified transactions.
- Lets a reviewer check accounts quickly without digging through SAP.
- Proves that the process from purchase order to payment was recorded correctly.
- Demonstrates the main skill: turning system data into clear information.

27 Global Bike Inc.
Dallas

G/L Account Balances
Ledger 0L

Time 08:53:03 Date 04/21/2023
RFSUSA00/GBIFAC-02 Page

Per month April 2023 in company code US27

G/L	Short Text	Debit Apr.	Credit Apr.	Debit Jan. - Apr.	Credit Jan. - Apr.	Debit Balance	Credit Balance
100000	Bank Account	0.00	0.00	682,466.00	553,134.00	129,332.00	0.00
* Subtotal 3 0000100		0.00	0.00	682,466.00	553,134.00	129,332.00	0.00
110100	Miscellaneous A/R	0.00	0.00	730,526.00	260,490.00	470,036.00	0.00
110400	Allowance Bad Debt	0.00	0.00	4,110.00	7,476.00	0.00	3,366.00
* Subtotal 3 0000110		0.00	0.00	734,636.00	267,966.00	470,036.00	3,366.00
** Subtotal 2 00001		0.00	0.00	1,417,102.00	821,100.00	599,368.00	3,366.00
200200	Inventory-TG	5,265.00	0.00	5,265.00	0.00	5,265.00	0.00
200600	Inventory-OS	0.00	0.00	2,300.00	1,680.00	620.00	0.00
200900	Inventory-RM (DP)	0.00	0.00	201,598.00	32,000.00	169,598.00	0.00
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200920	Inventory-TG (DP)	0.00	0.00	188,940.00	166,190.00	22,750.00	0.00
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* Subtotal 3 0000210		0.00	0.00	10,000.00	7,500.00	2,500.00	0.00
212000	PP Advertising	0.00	0.00	17,000.00	2,000.00	15,000.00	0.00
* Subtotal 3 0000212		0.00	0.00	17,000.00	2,000.00	15,000.00	0.00
215000	PP Rent	0.00	0.00	9,000.00	4,500.00	4,500.00	0.00
* Subtotal 3 0000215		0.00	0.00	9,000.00	4,500.00	4,500.00	0.00
216000	Deposits	0.00	0.00	3,000.00	3,000.00	0.00	0.00
* Subtotal 3 0000216		0.00	0.00	3,000.00	3,000.00	0.00	0.00
220110	Land (DP)	0.00	0.00	850,000.00	425,000.00	425,000.00	0.00
220210	PPE (DP)	0.00	0.00	1,837,195.00	915,000.00	922,195.00	0.00
220310	A/D-PPE (DP)	0.00	0.00	305,000.00	617,500.00	0.00	312,500.00
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310000	GR / IR Account	5,265.00	5,265.00	5,265.00	5,265.00	0.00	0.00
* Subtotal 3 0000310		5,265.00	5,265.00	5,265.00	5,265.00	0.00	0.00

THANK YOU

- SAP project completed as part of accounting/data coursework.
- Built to show data accuracy, reporting, and business process understanding.
- Can be adapted to university, outreach, or grant-reporting environments.

