

# From Procurement to Payment: Turning SAP Data Into Insights

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# PROJECT OVERVIEW:

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- 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:

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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.

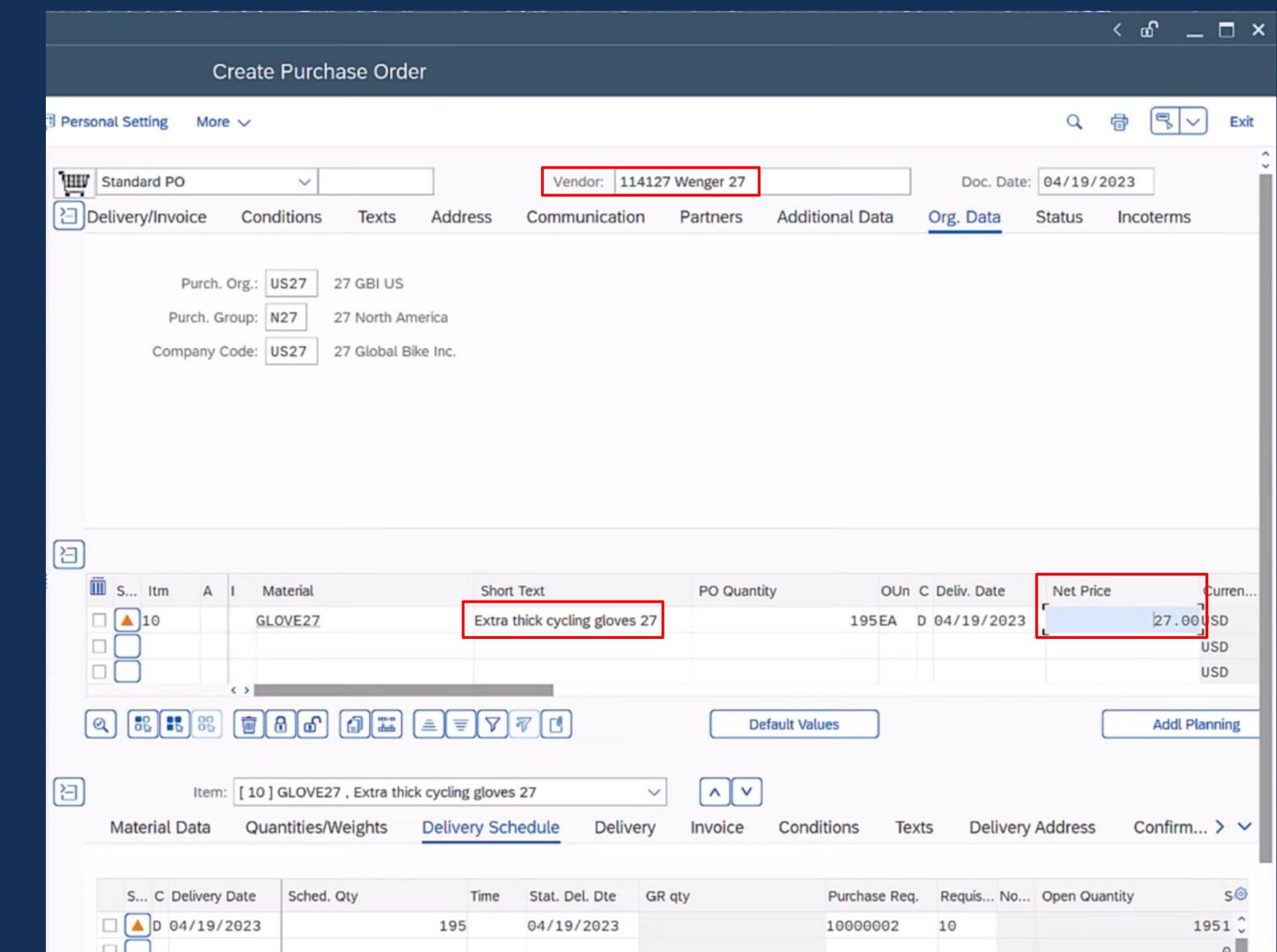
# Key Skills Demonstrated:

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- 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.



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.

The screenshot shows the SAP G/L Account Document interface. At the top, it says "Enter G/L Account Document: Company Code US27". Below that are tabs for "Basic Data" and "Details". Under "Basic Data", fields include "Document Date: 01/31/2023", "Currency: USD", "Posting Date: 01/31/2023", "Reference: ADJ01", "Doc.Header Text: Monthly office supplies x", and "Cross-CC Number:". It also shows "Company Code: US27" and "27 Global Bike Inc. Dallas". To the right, there's an "Amount Information" section with "Total Dr. 450.00 USD" and "Total Cr. 450.00 USD". A large grid below shows "2 Items ( No entry variant selected )". The grid has columns for 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, and Item in... . Two rows are visible: one for account 740000 (Debit) and one for account 200600 (Credit). Both rows show amounts of 450.00 and are linked to company code US27, business unit BI27, and cost center NAAD1027.

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...
<input type="checkbox"/>	✓ 740000	Supplies Expense	Debit	450.00		US27		BI27		NAAD1027					
<input type="checkbox"/>	✓ 200600	Inventory-OS	Credit	450.00		US27		US27		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.

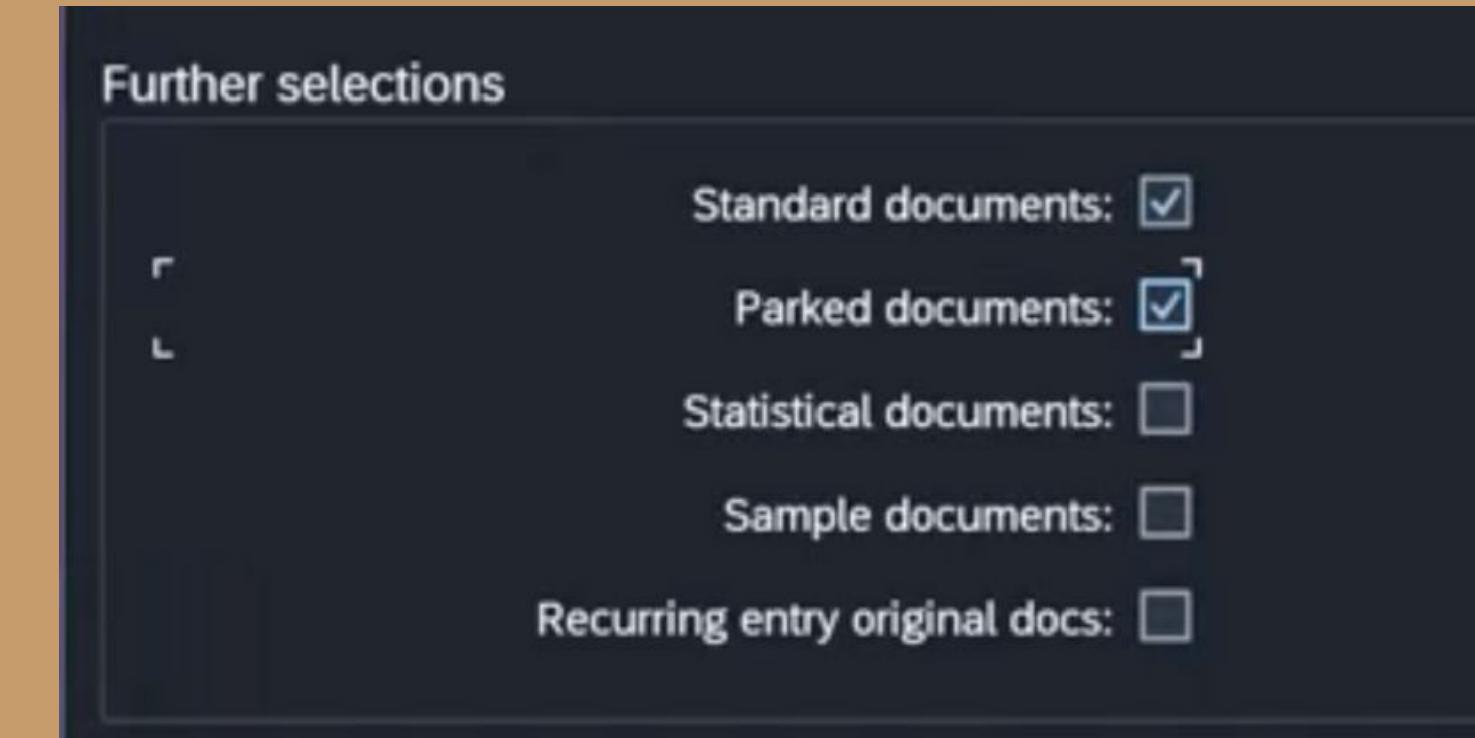
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Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Long...	Compa...	Trading pa...	Busine...	Partne...	Cost center	Order	Fin...	Sales order	Item in s
<input checked="" type="checkbox"/>	740000	Supplies Expense	Debit	450.00		US27	BI27	NAAD1027	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



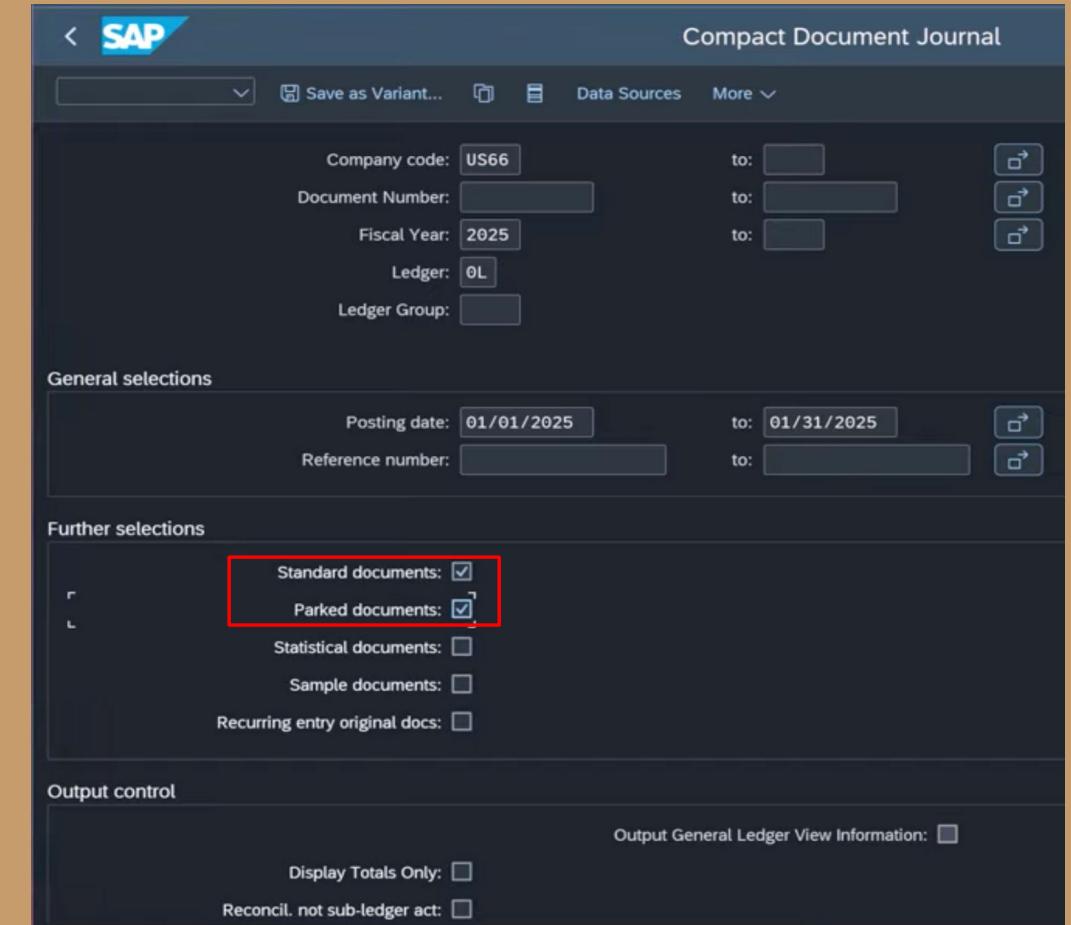
NAAD1027	NA27 US27 W	27 Admin Mgr	27 ADMIN COSTS	EN	01/01/2019 12/31/99
NAEX1027	NA27 US27 W	27 John Davis	27 JOHN DAVIS	EN	01/01/2019 12/31/99
NAEX2027	NA27 US27 W	27 Peter Weiss	27 PETER WEISS	EN	01/01/2019 12/31/99
NAGS1027	NA27 US27 S	27 NA Glob Sales Mgr	27 GLOBAL SALES COST	EN	01/01/2019 12/31/99
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:

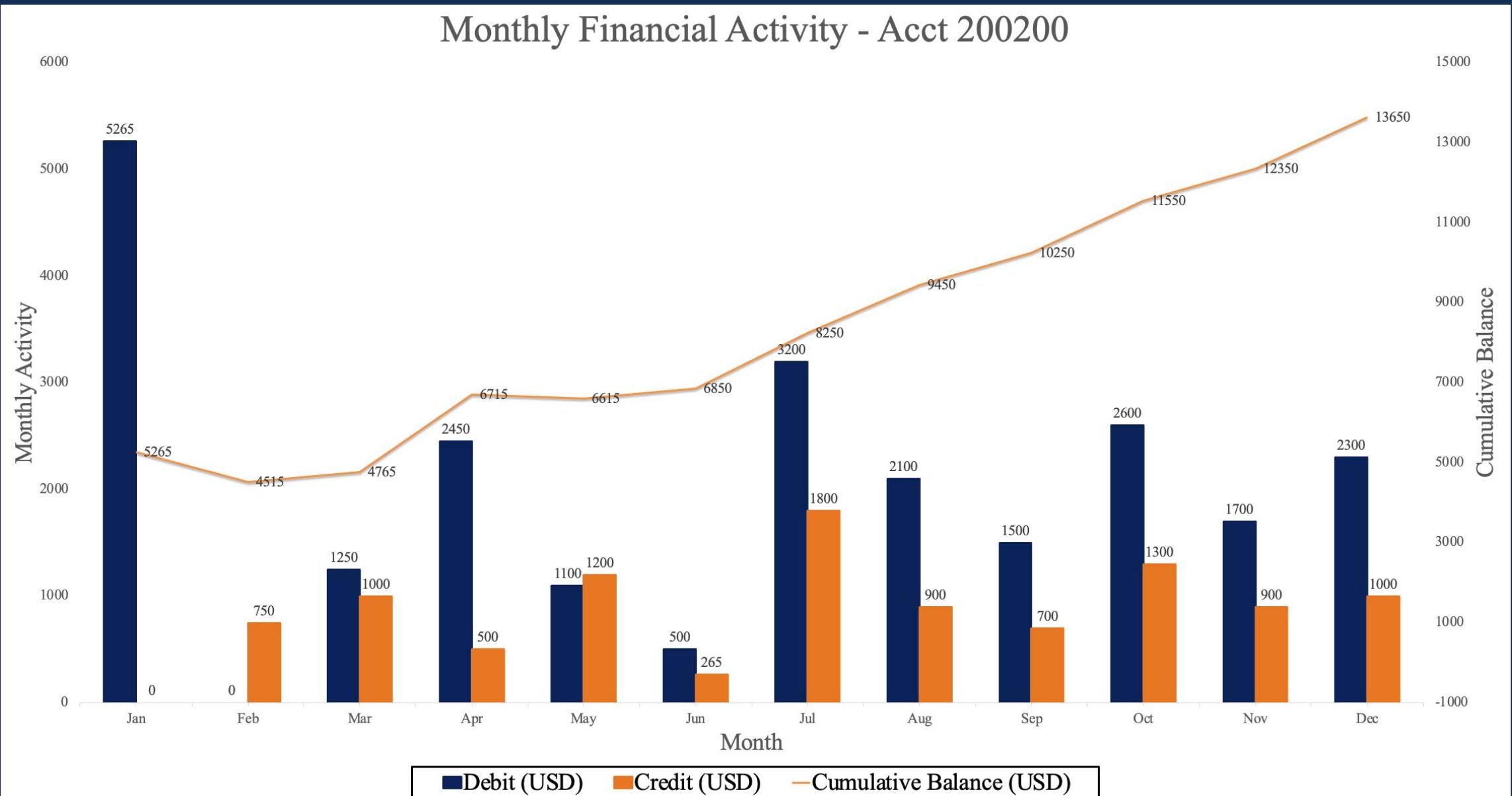
- Looked for documents that were saved but not fully posted.
- Confirmed those items were completed so totals would be correct.
- Reviewed cost center assignments to be sure spending was tied to the right area.
- These are the small fixes that prevent bigger problems in the final report.



Cost Center	Description	Language	Date
NAAD1027	27 Admin Mgr	EN	01/01/2019 12/31/99
NAEX1027	27 John Davis	EN	01/01/2019 12/31/99
NAEX2027	27 Peter Weiss	EN	01/01/2019 12/31/99
NAGS1027	27 NA Glob Sales Mgr	EN	01/01/2019 12/31/99
NAHR1027	27 NA HR Mgr	EN	01/01/2019 12/31/99
NAHR2027	27 NA HR Mgr	EN	01/01/2019 12/31/99
NAHR3027	27 NA HR Mgr	EN	01/01/2019 12/31/99
NAIS1027	27 NA Int Serv Mgr	EN	01/01/2019 12/31/99
NAIT1027	27 Glob IT Mgr	EN	01/01/2019 12/31/99
NAMK1027	27 NA Mark Mgr	EN	01/01/2019 12/31/99
NAPC1027	27 NA Proc Mgr	EN	01/01/2019 12/31/99
NAPM1027	27 Plnt Main Mgr	EN	01/01/2019 12/31/99
NAPR1027	27 NA Prod Mgr	EN	01/01/2019 12/31/99
NAQM1027	27 NA QM Mgr	EN	01/01/2019 12/31/99
NARD1027	27 NA R&D Mgr	EN	01/01/2019 12/31/99
NASA1027	27 NA Sales Mgr	EN	01/01/2019 12/31/99
NASM1027	27 NA Serv Mgr	EN	01/01/2019 12/31/99

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

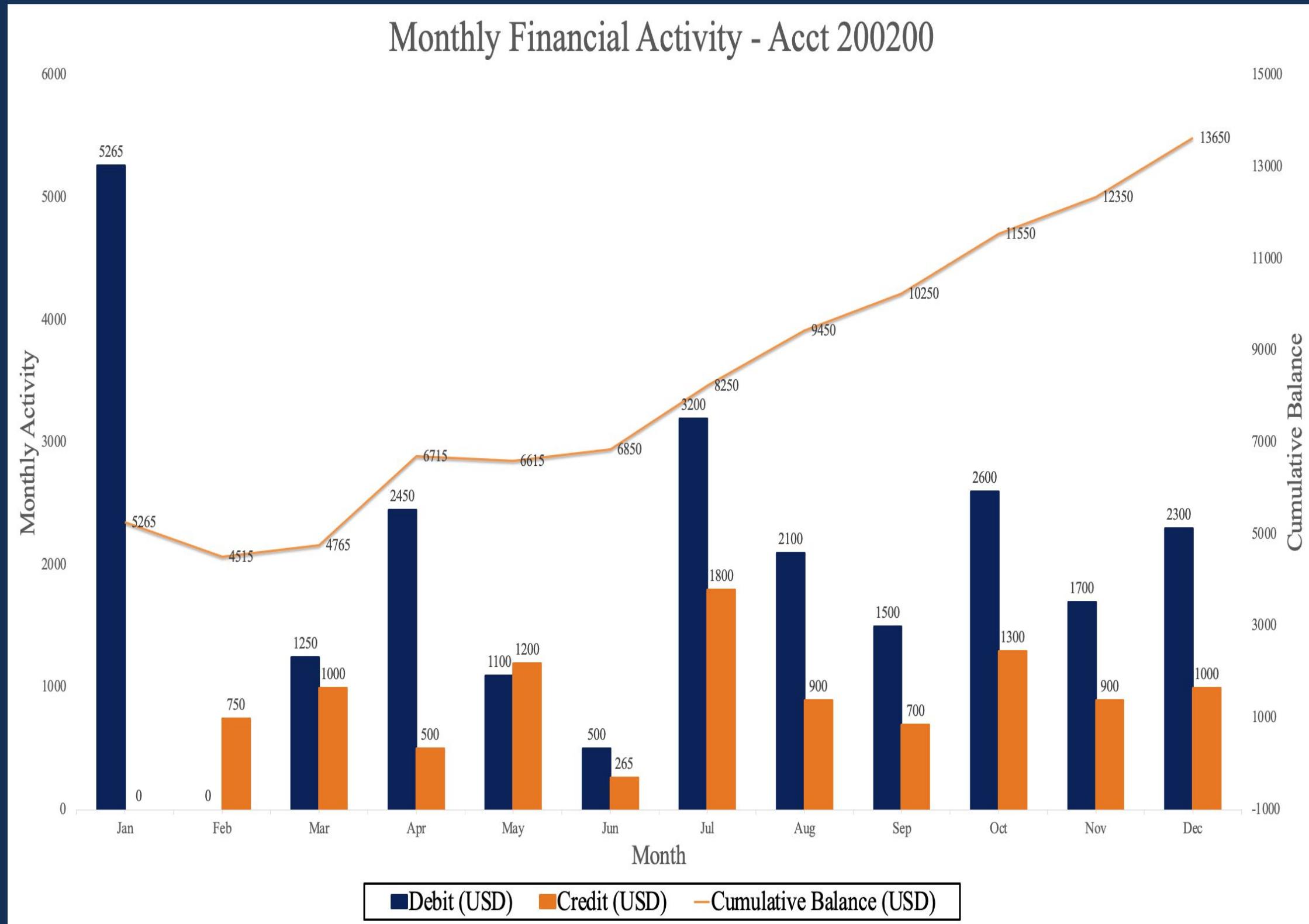
# INSIGHTS:



*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.

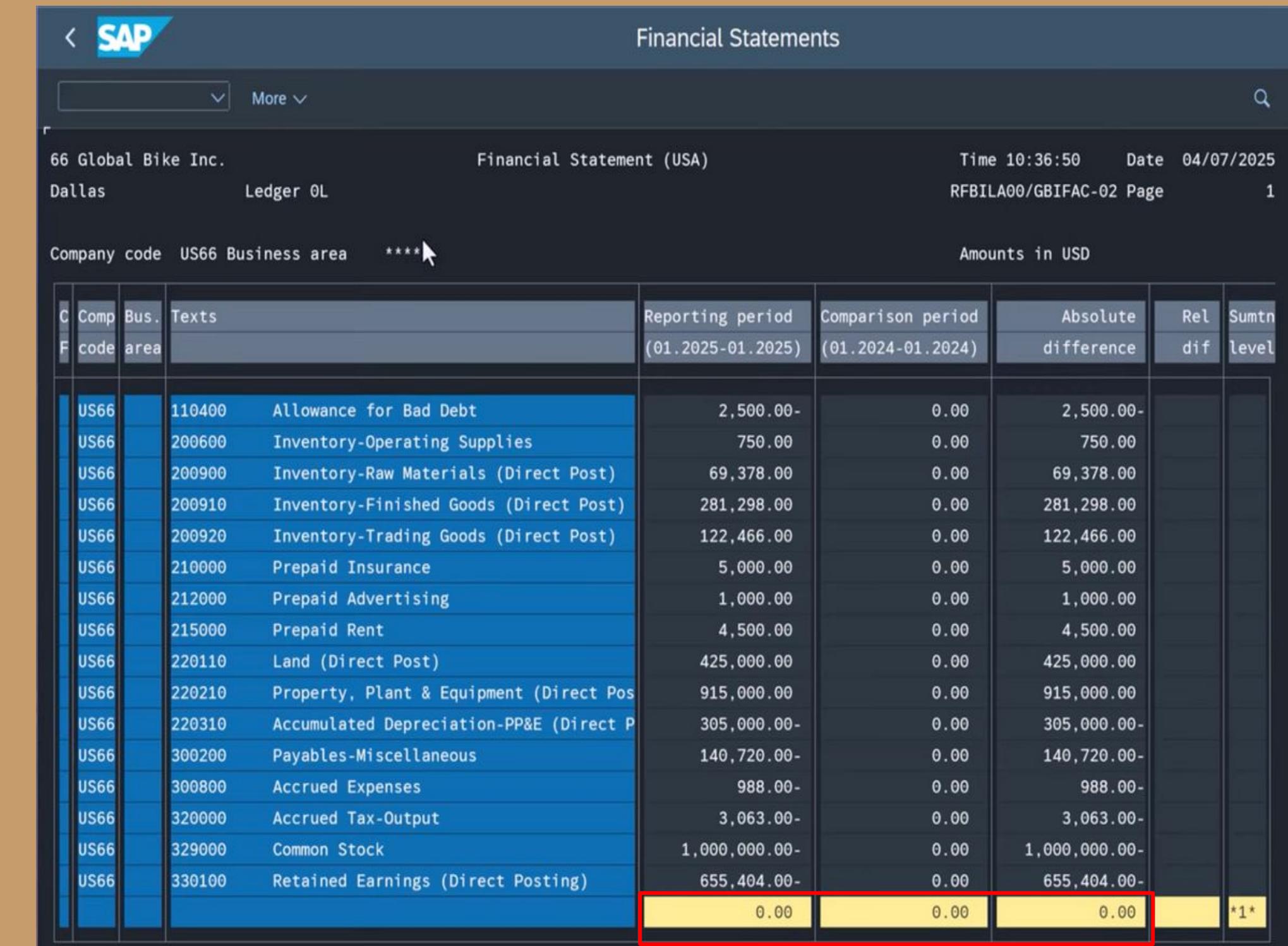
# Inventory Close Up:



- 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 shows a SAP Financial Statements interface. The top navigation bar includes the SAP logo, a search bar, and tabs for 'Financial Statements' and 'More'. Below the header, it displays '66 Global Bike Inc.', 'Dallas', 'Ledger 0L', 'Financial Statement (USA)', 'Time 10:36:50', 'Date 04/07/2025', 'RFBILA00/GBIFAC-02 Page 1'. The main area is a table titled 'Company code US66 Business area \*\*\*\*'. The columns are labeled: C, Comp, Bus., Texts, Reporting period (01.2025-01.2025), Comparison period (01.2024-01.2024), Absolute difference, Rel dif, and Sumtn level. The table lists various financial accounts with their descriptions, amounts for each period, and differences. The bottom right corner of the table has a red border around the last three columns (Absolute difference, Rel dif, Sumtn level) for the last row, which corresponds to the 'Retained Earnings (Direct Posting)' account.

C	Comp	Bus.	Texts	Reporting period (01.2025-01.2025)	Comparison period (01.2024-01.2024)	Absolute difference	Rel dif	Sumtn level
F	code	area						
	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.

The screenshot shows the SAP Fiori interface for the 'Invoice 90000498 (F2) Display: Overview of Billing Items'. The top header includes the SAP logo, back arrow, and tabs for Accounting, More, and exit. The main area displays the invoice details: Net Value: 15,675.00 USD, Payer: 19027, and Billing Date: 04/26/2023. Below this, a table lists the billing items, with one row highlighted: Item Description: Extra thick cycling gloves 27, Billed Quantity: 165EA, Net Value: 15,675.00 USD, Tax Amount: 0.00. The table also includes columns for Item, Material, SU, Current, Req. Segment, and Stock Segm.

Item	Material	SU	Net Value	Curre...	Tax Amount	Req. Segment	Stock Segm
10GLOVE27		165EA	15,675.00	USD	0.00		

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

The screenshot shows the 'Data Entry View' screen for a ledger entry. The top section displays document details: Document Number: 90000000, Company Code: US27, Fiscal Year: 2023, Document Date: 04/26/2023, Posting Date: 04/26/2023, Reference: PO-27, Cross-Comp.No.: , Currency: USD, Texts Exist: , and Ledger Group: . The bottom section shows the 'Ledger 0L' table with two rows: 'Trade A/R' with amount 15,675.00 USD and 'Sales Revenue' with amount 15,675.00 USD. The table has columns for Co., Item L.item, PK Sk Account, Description, Amount, Curr., and Tx.

Co.	Item L.item	PK Sk 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 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		
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		

- 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.

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

# 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 Ledger 0L		G/L Account Balances Per month April 2023 in company code US27						Time 08:53:03 Date 04/21/2023 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		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		

# THANK YOU

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- 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.

