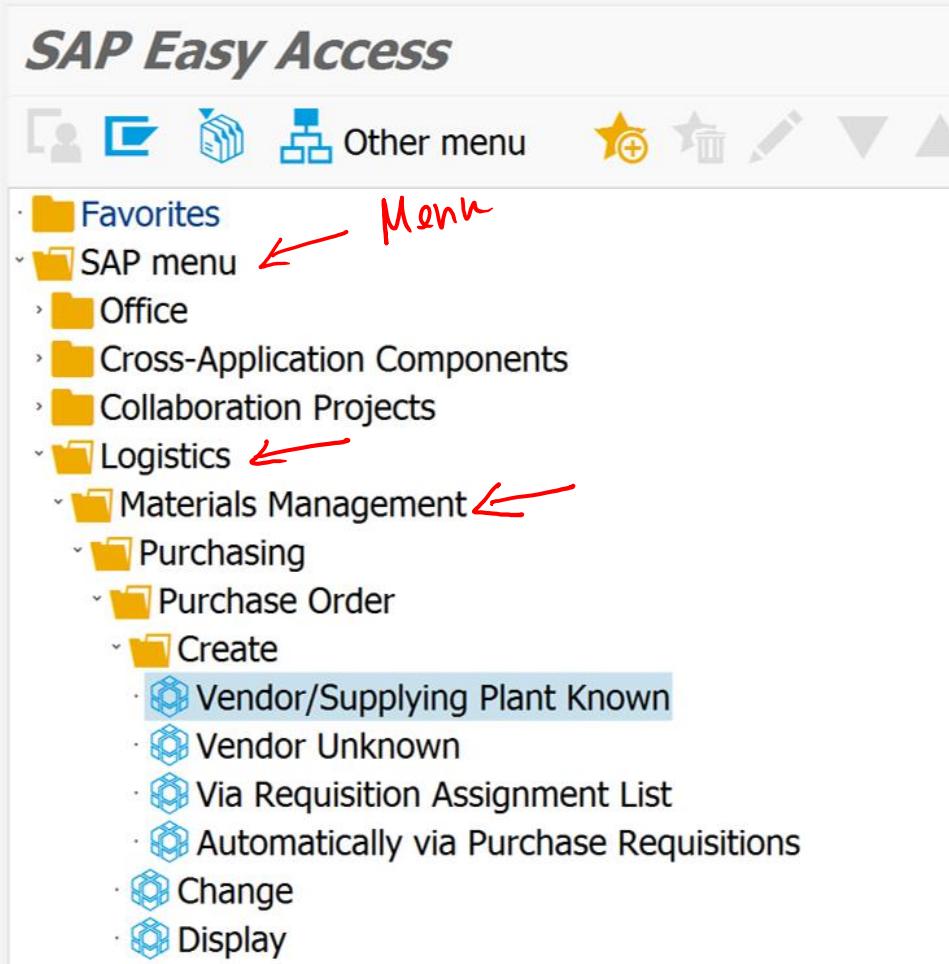


PURCHASE ORDER CYCLE IN SAP

Create P2P Transactions in SAP

Menu Path to create Purchase Order



Select Vendor

Create Purchase Order



Create Purchase Order

Document Overview On



Hold



Print Preview

Messages



Personal Setting

NB Standard PO	Vendor	D
Header		
S... Item	A	I
Material	Short Text	PO Quantity
		OUn C Deliv. Date

Search Vendor

Print Preview Messages   Personal Setting

Vendor   ac. date

Ext	PO Quantity	OU	Un	C Deliv. Date	Net Price

Restrict Value Range (2)

Vendors (General) **Vendors by Country/Company Code** Vendors by Company Code

Search term

Postal Code

City  chicago

Name

Vendor

List of Vendors by Search Criteria

Restrict Value Range (2) 38 Entries found

Vendors (General) Vendors by Country/Company Code

▼

✓ ✖ 🚪 🚪+ ⭐ 🎧 📈

SearchTerm	PostalCode	City	Name 1	Vendor
BENEFITS	60601	CHICAGO	CIGNA PPO	200006
BENEFITS	60601	CHICAGO	FIDELITY 401K SERVICES	200007
BENEFITS	60601	CHICAGO	MERRILL LYNCH	200012
BENEFITS	60614	CHICAGO	CIGNA	200005
BENEFITS	60614	CHICAGO	HARVARD COMMUNITZ HEALTH	200004
BENEFITS	60614	CHICAGO	HYATT LEGAL SERVICES	200011
BENEFITS	60614	CHICAGO	KAIser	200002
BENEFITS	60614	CHICAGO	PRUDENTIAL	200000
BRUNNER	60613	CHICAGO	BARB BRUNNER	100126
BUSH	60601	CHICAGO	THOMAS BUSH	3820
CARRIER	60601	CHICAGO	JR TRUCKING	JRT-00
CMR	60606	CHICAGO	ABC SUPPLY COMPANY	1222
CMR	60606	CHICAGO	SUB CONTRACT & SUPPLY	1333

Listing

Select and do Nothing

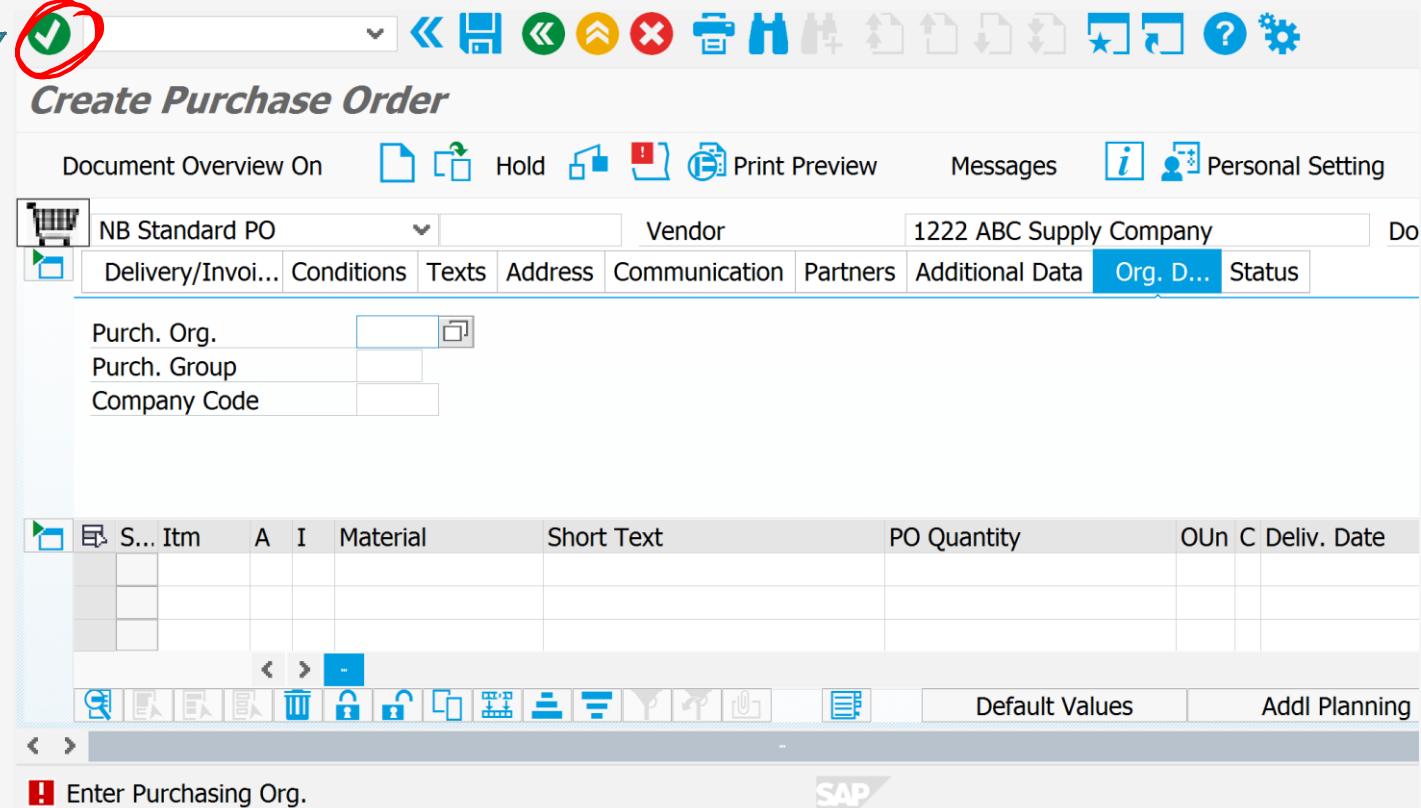
Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

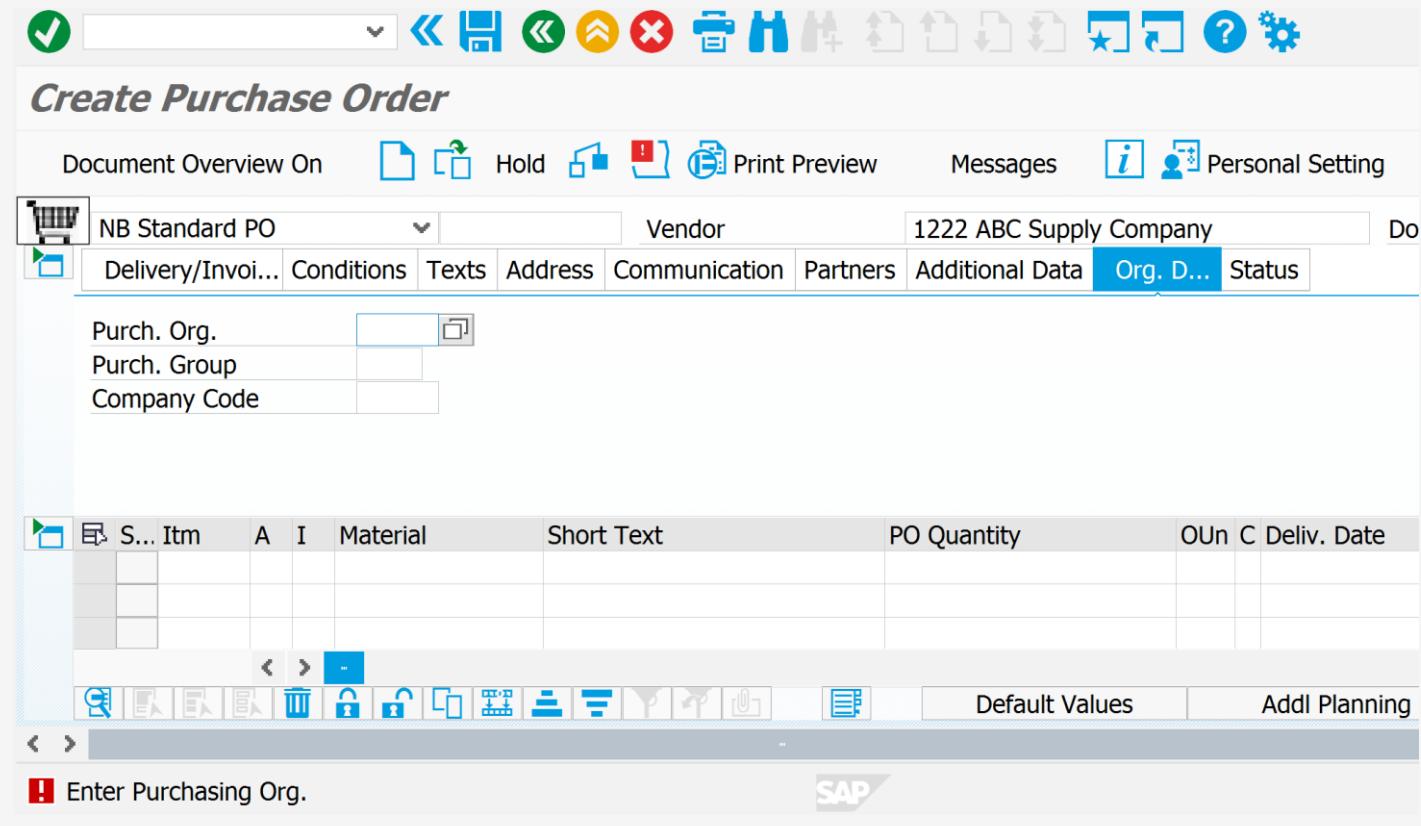
	NB Standard PO	Vendor	0000001222			
	Header					
	S... Itm	A I Material	Short Text	PO Quantity	OUn	C Deliv. Date

Hit Enter for Validation

Enter is equivalent
to hitting the Green
Checkmark



What is an Error ?



Enter Purchase Org and Group

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

NB Standard PO Vendor 1222 ABC Supply Company

Delivery/Invoi... Conditions Texts Address Communication Partners Additional Data **Org. D...** Status

Purch. Org.	3000	IDES USA
Purch. Group	300	A&D
Company Code	3000	IDES US INC

Collapse / Expand Sections

Expand/Collapse

[Expand/Collapse](#)

Vendor

1222 ABC Supply Company

Header

Select Material

Delivery/Invoi... Conditions Texts Address Communication Partners Additional

Purch. Org.	3000	IDES USA
Purch. Group	300	A&D
Company Code	3000	IDES US INC

Use Search Help

S...	Itm	A	I	Material	Smart Text	PO Quant

Wild Card Search

Material Number (2)

Material Number/Material Description Material by old material number

* For wild card

Material description

[x] *flour*

Language Key

= EN

Material

Material Selection

Select Material

Material Number/Material Description			Material
Material description	Language	Material	
25 LBS. WHEATFLOUR	EN	CPF30001	
ENRICHED CORN FLOUR	EN	CK-001	
ENRICHED FLOUR	EN	CP_1006	
FLOUR	EN	BP-401	
FLOUR, WHOLE-GRAIN	EN	RMATL_4732	
HARD WHEAT FLOUR	EN	CP-FD1105	
SOFT WHEAT FLOUR	EN	CP-FD1110	

What is a Plant ?

Document Overview On Print Preview Hold Print Preview Messages i

NB Standard PO Vendor 1222 ABC Supply Comp

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	C
	10			BP-401	Flour		K
< > ...							

Default Values

Item 1 [10] BP-401 , Flour

Material D... Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery

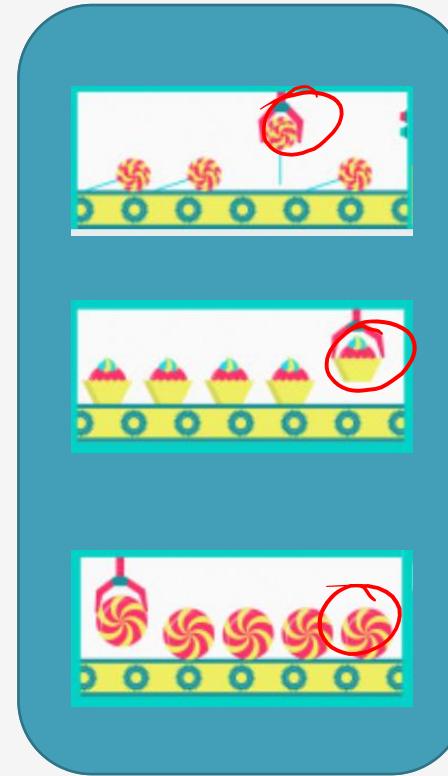
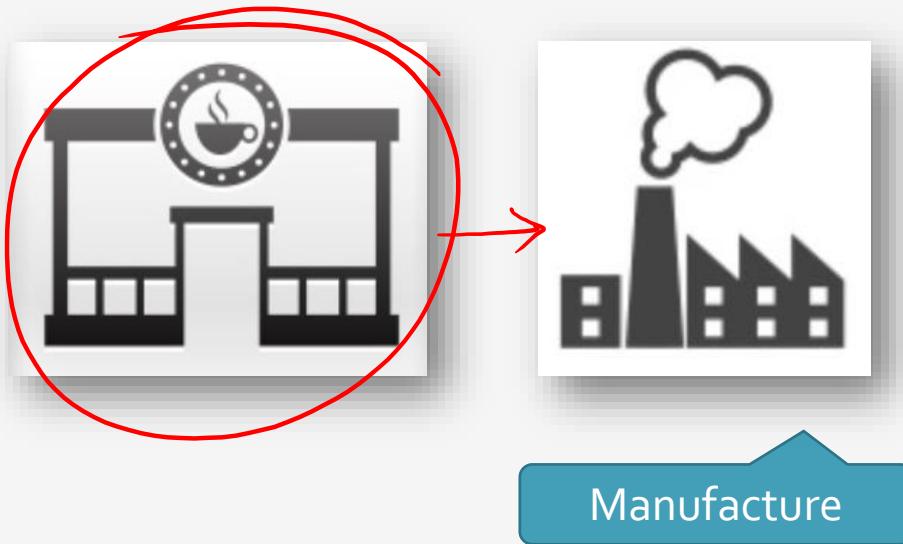
Qty 1 KG Net 4,

Pricing Elements

N..	CnTy	Name	Amount	Crcy	per	UoM	Condi
	PBXX	Gross Price	4,00	USD		1KG	
		Net incl. disc.	4,00	USD		1KG	

Select Plant ! Enter Plant SAP

A place where goods are Manufactured



See all the “Accumulated” Messages

Create Purchase Order

Document Overview On Hold Print Preview **Button to see all the accumulated Messages**

Header	S...	Itm	A	I	Material	Short Text	PO Quantity
		10			BP-401	Flour	

See all the “Accumulated” Messages

Create Purchase Order

Document Overview On Hold Print Preview Messages

NB Standard PO Vendor 1222 ABC Supply C

Header

S...	Itm	A	I	Material	Short Text	PO Quantity
	10			BP-401	Flour	

Messages

Typ	Message text	Typ
E	Item 10 Enter Plant Item 10 Sch. Line 1	E

Red Error Type of message is “E”

Edit 0 2 0 2

Where to enter Plant ?

Document Overview On Hold Print Preview Messages Personal Setting

NB Standard PO Vendor 1222 ABC Supply Company Doc. date 30.0

Header

S...	Itm	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plnt	Stor. Location	Batch
	10		4,00	USD	1	KG	Food			
				USD						
				USD						

Default Values Add Planning

Scroll right

Select from Possible Entries

Plnt	Search Term 2	Search Term 1	Postl Code	City	Name 2	Name
0006			10001	NEW YORK	New York	New York
0008			10001	NEW YORK	New York	New York
2505		ROTTERDAM	3002 AP	Kralingen	Rotterdam DC	Rotterdam DC
3000			10001	NEW YORK	New York	New York
3100	Select Plant	CAGO	60601	CHICAGO	Chicago	Chicago
3105		CHICAGO	60601	CHICAGO	Chicago	Chicago
3110		CHICAGO	60601	CHICAGO	Chicago	Chicago
3111		CHICAGO	60601	CHICAGO	Chicago	Chicago
3112		CHICAGO	60601	CHICAGO	Chicago	Chicago
3150			43215	Columbus	Columbus	Columbus

Enter Quantity

Document Overview On Hold Print Preview Messages Personal Setting

NB Standard PO Vendor 1222 ABC Supply Company Doc. c

Header

	S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	N
		10			<u>BP-401</u>	Flour	Quantity	10	KG	D 01.02.2016	

Default Values Addl Planning

Enter Price

Item	1 [10] BP-401 , Flour							
Material D...	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditi...	Texts	Delivery Address	Con
Qty	10	KG	Net		40,00	USD		
Pricing Elements								
N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	
	PBXX	Gross Price	4,00	USD		1 KG		40,
		Net incl. disc.	4,00	USD		1 KG		40,
		Net incl. tax	4,00	USD		1 KG		40,

No more Errors ?

Create Purchase Order

Document Overview On Hold Print Preview Messages

NB Standard PO Vendor 1222 ABC Supply Co

Header	S... Item	A	I	Material	Short Text	PO Quantity
	10			BP-401	Flour	

Default Va

Before

Create Purchase Order

Document Overview On Hold Print Preview Messages

NB Standard PO Vendor 1222 ABC Sup

Header	S... Item	A	I	Material	Short Text	PO Quantity
	10			BP-401	Flour	

After

Save

Create Purchase Order

Save

Document Overview On Print Preview Messages Personal Setting

NB Standard PO Vendor 1222 ABC Supply Company Doc. date 30.01.2016

Header	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per
	10			BP-401	Flour	10KG	D	01.02.2016	4,00	USD	1	
										USD		
										USD		

Item 1 [10] BP-401 , Flour

Condition... Texts Delivery Address Confirmations Condition Control

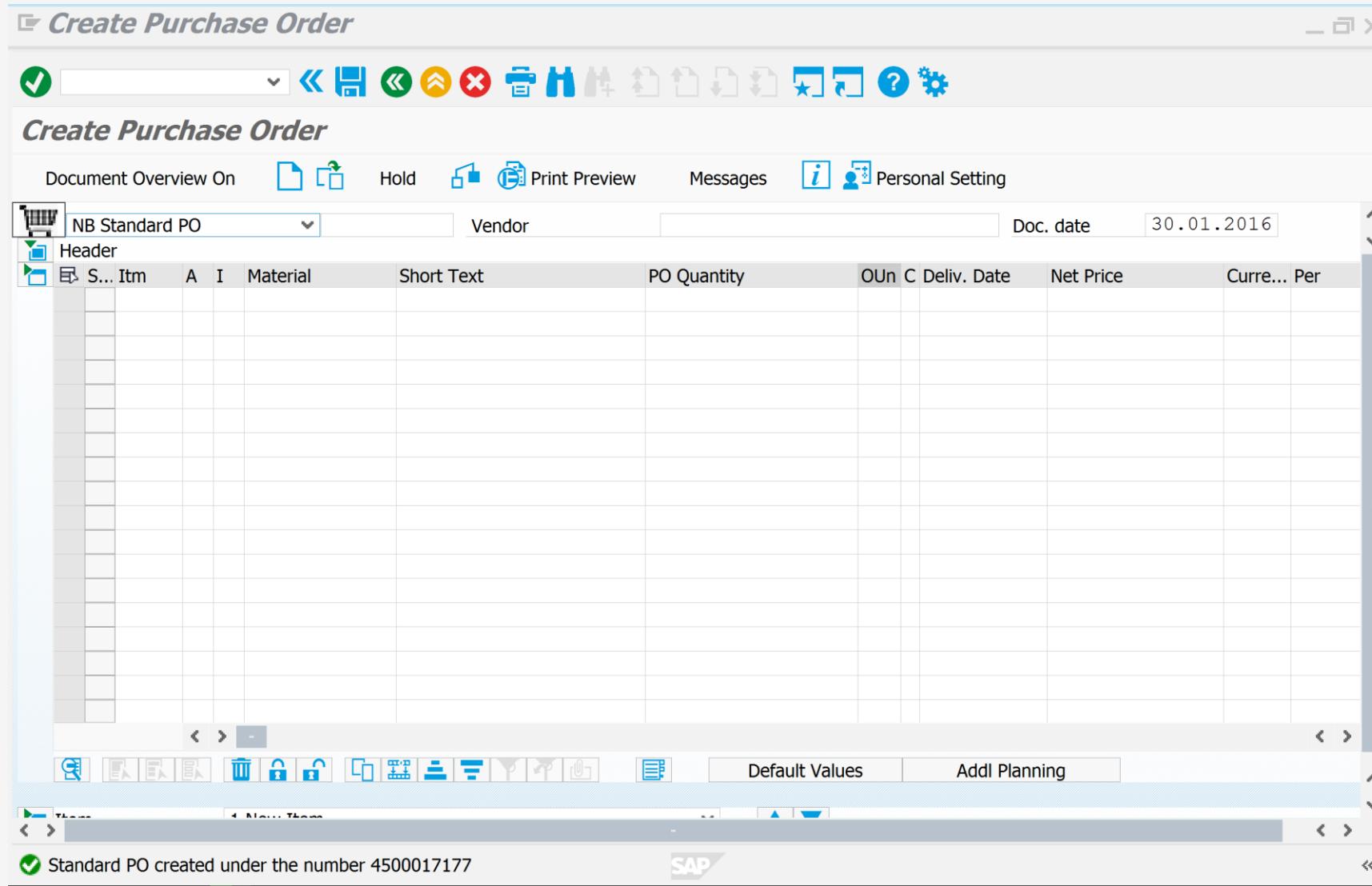
Qty 10 KG Net 40,00 USD

Pricing Elements

N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	NumCCo	OUn	CCon
	PBX	Gross Price	4,00	USD	1	KG	40,00	USD		1	KG	
		Net incl. disc.	4,00	USD	1	KG	40,00	USD		1	KG	
		Net incl. tax	4,00	USD	1	KG	40,00	USD		1	KG	
	SKTO	Cash Discount	0,000	%			0,00	USD		0		
		Actual Price	4,00	USD	1	KG	40,00	USD		1	KG	

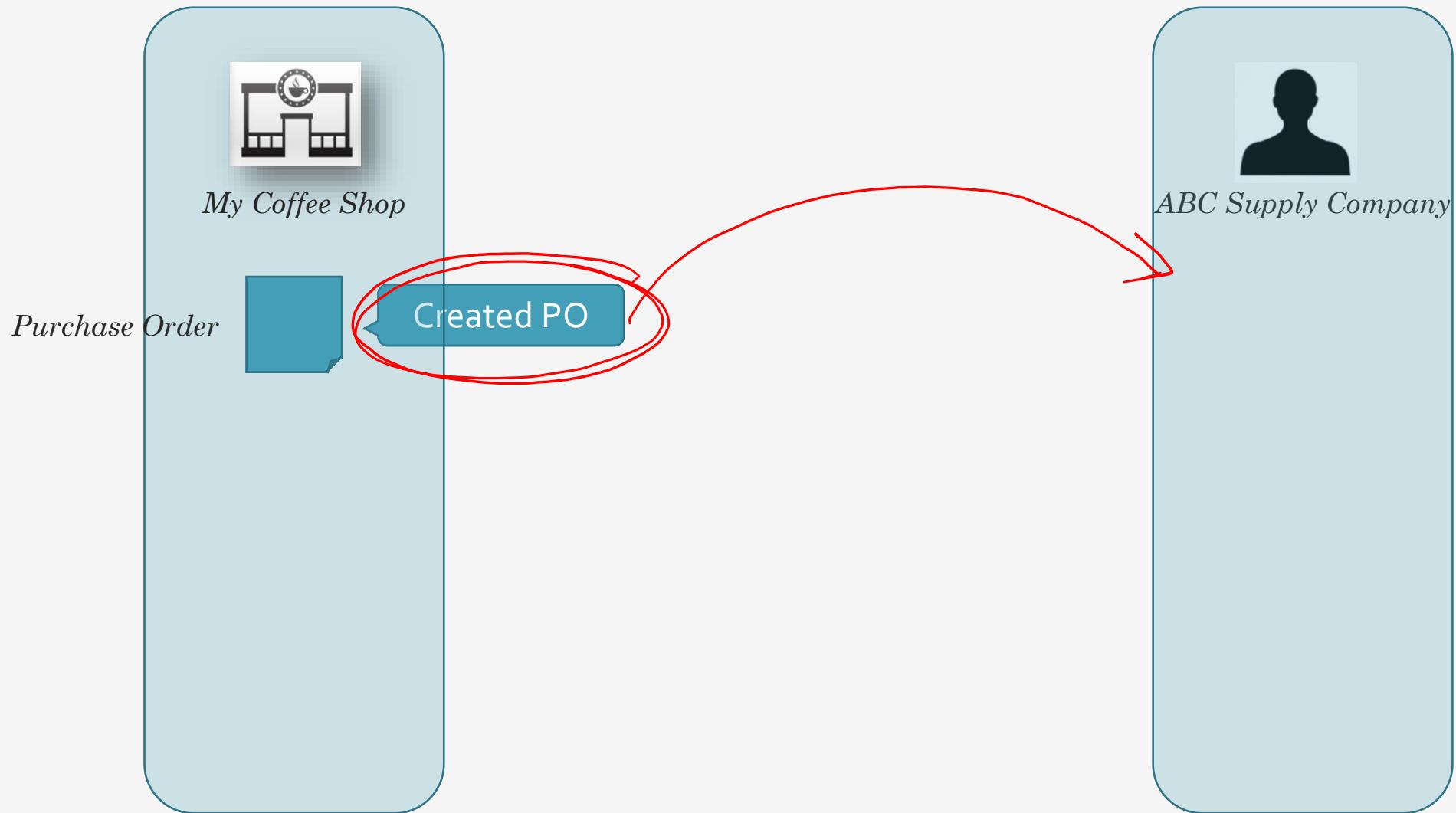
Condition rec. Analysis Update

Document Number

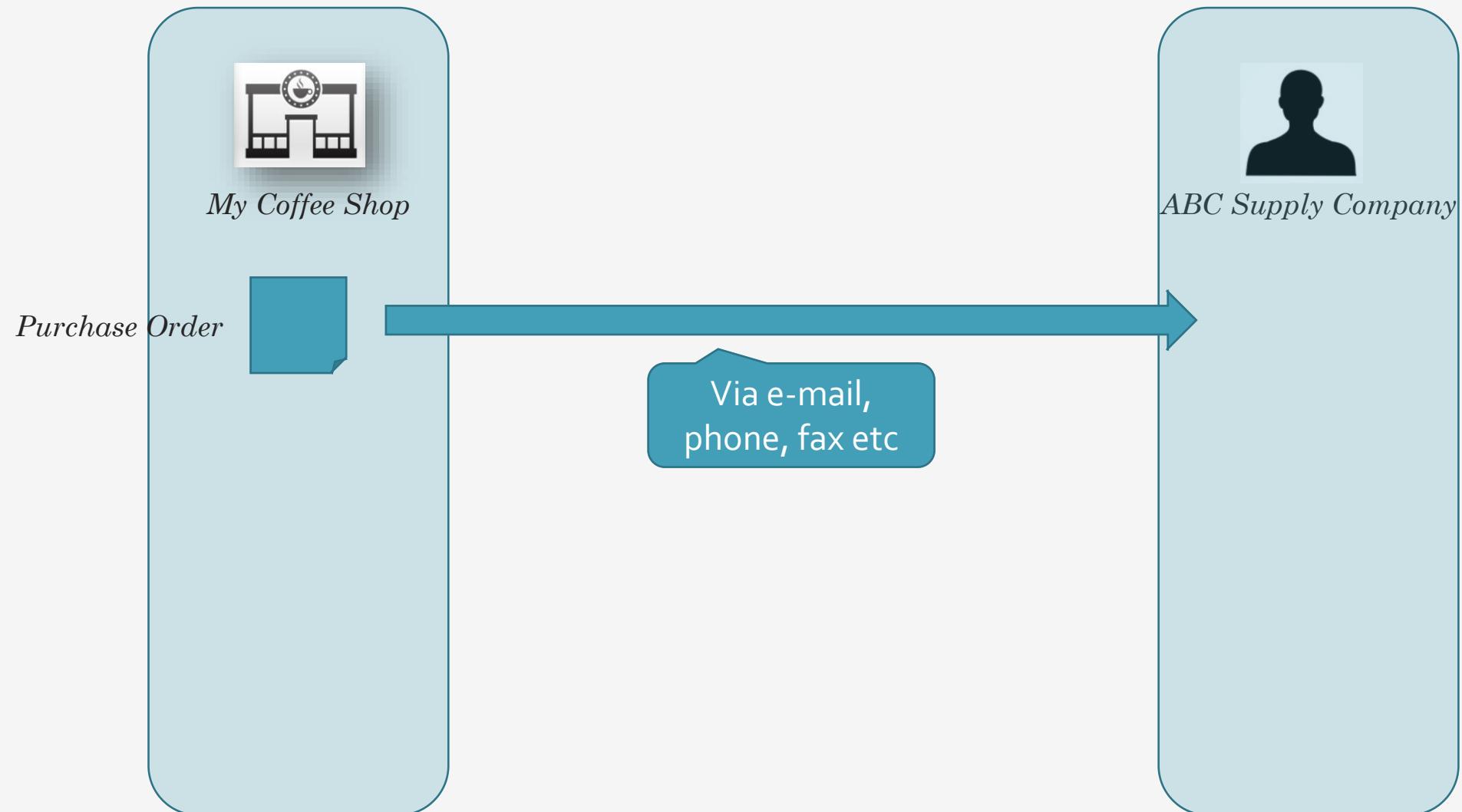


PO Number

What we just did ?



How to send the PO to the Vendor ?

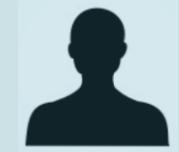


Let's print the PO



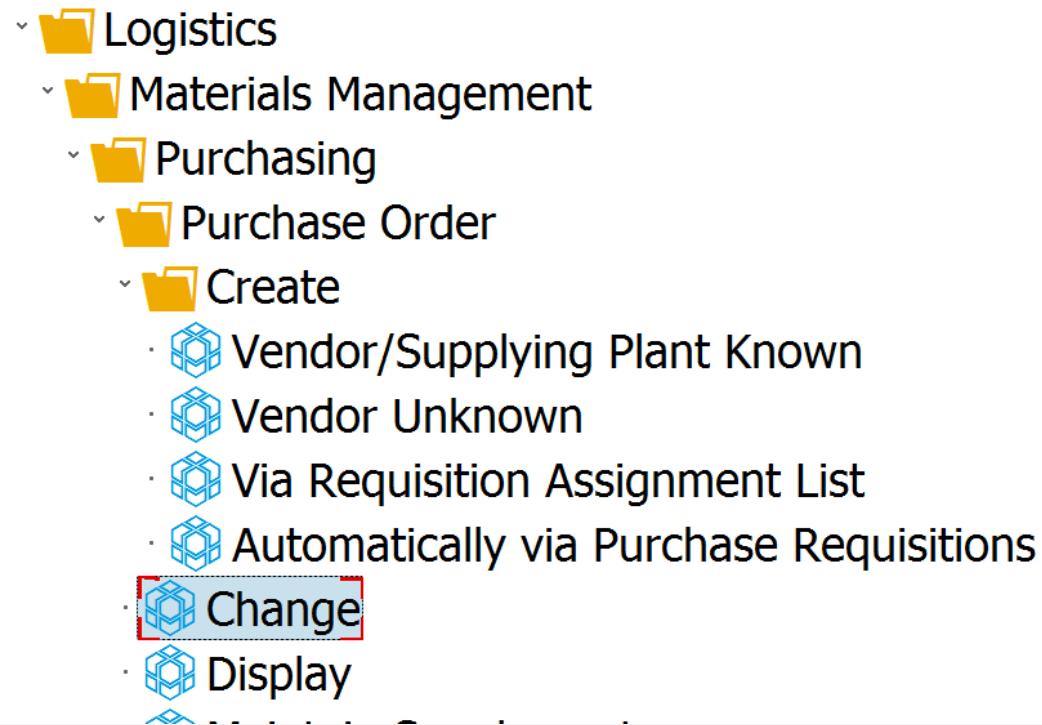
My Coffee Shop

Purchase Order

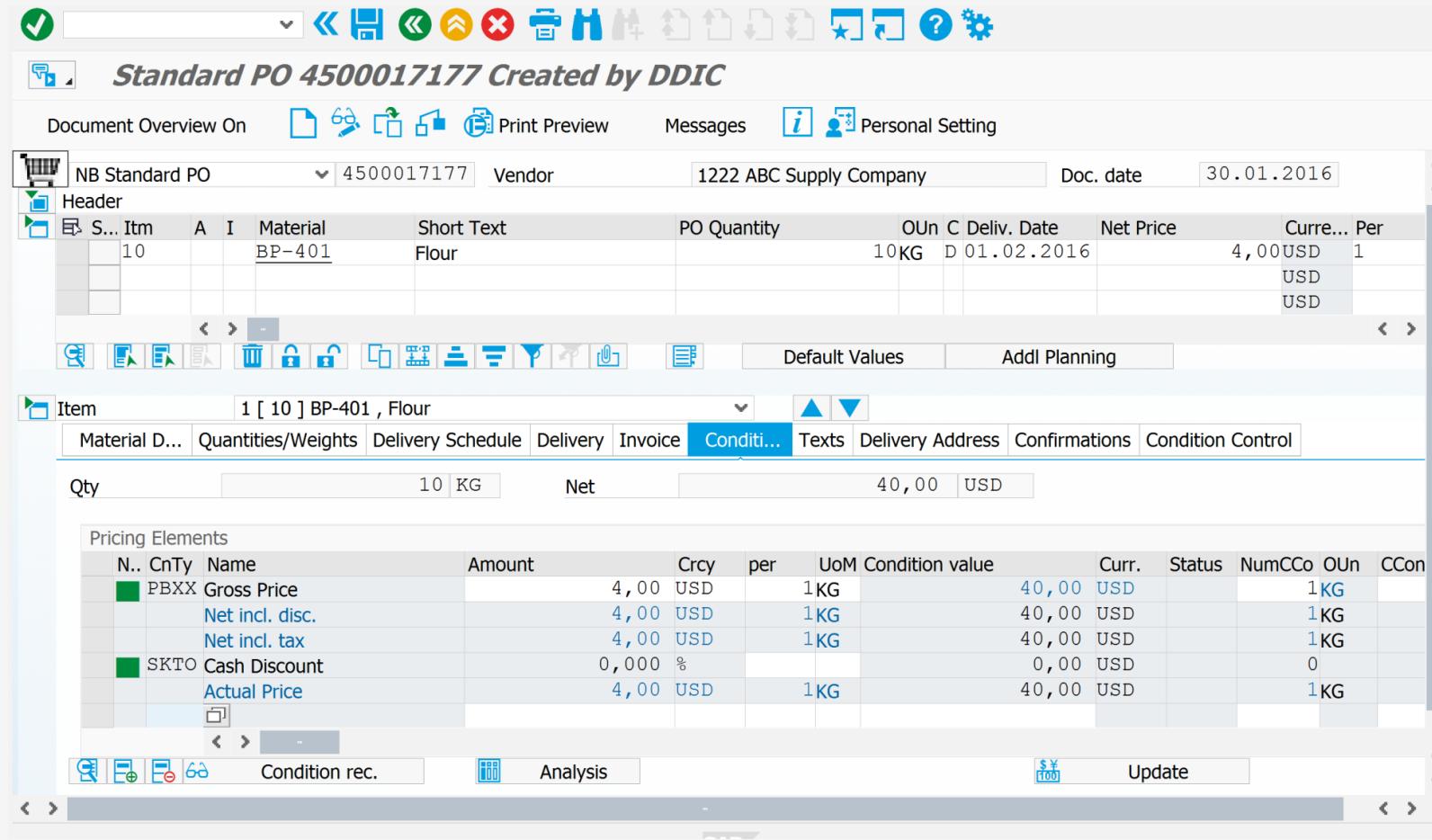


ABC Supply Company

Open the PO



Automatically opens up the last PO worked by you



Print Preview

Screenshot of SAP Fiori interface showing a Standard Purchase Order (PO) document.

The top navigation bar includes icons for search, back, forward, refresh, print, and other document actions.

The title bar displays "Standard PO 4500017177 Created by DDIC".

The toolbar below the title bar includes "Document Overview On", "Print Preview" (circled in red), "Messages", and "Personal Setting".

The header section shows the document number "4500017177", vendor "1222 ABC Supply Company", and document date "30.01.2016".

The main grid displays one item row:

Item	A	I	Material	Short Text	PO Quantity	OUn	C Deliv. Date	Net Price	Curre...	Per
10			BP-401	Flour	10KG	D	01.02.2016	4,00	USD	1

The "Print Preview" button is located in the toolbar above the grid.

The "Condition" tab is selected in the item details section, showing the following table:

Pricing Elements	N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	NumCCo	OUn	CCon
PBXX	Gross Price			4,00	USD		1KG	40,00	USD		1	KG	
	Net incl. disc.			4,00	USD		1KG	40,00	USD		1	KG	
	Net incl. tax			4,00	USD		1KG	40,00	USD		1	KG	
SKTO	Cash Discount			0,000	%			0,00	USD		0		
	Actual Price			4,00	USD		1KG	40,00	USD		1	KG	

Buttons at the bottom include "Condition rec.", "Analysis", "Update", and currency exchange rates (\$, €, ₽).

Print Preview

Purchase order				
ABC Supply Company PO Box 100 CHICAGO IL 60606-0100	PO number/date 4500017177 / 01/30/2016	Contact person/Telephone A&D		
Your vendor number with us 1222	Your person responsible Ms Susan Johnson			
Please deliver to: Chicago Chicago 523 Canada Road CHICAGO IL 60601		Delivery date: Day 02/01/2016		
Terms of delivery: FOB Destination Terms of payment: Net 30		Currency USD		
Item	Material	Description		
Order qty.	Unit	Price per unit	Net value	
00010 BP-401	Flour 10 Kilogram	4.00	40.00 0.00	
Total net value excl. tax USD EURO			40.00 0.00	

To Actually Print the PO

-  Logistics
-  Materials Management
-  Purchasing
-  Purchase Order
-  Create
 -  Vendor/Supplying Plant Known
 -  Vendor Unknown
 -  Via Requisition Assignment List
 -  Automatically via Purchase Requisitions
 -  Change
 -  Display
 -  Maintain Supplement
 -  Mass Maintenance
 -  Release
 -  List Displays
 -  Reporting
 -  Inbound Delivery
 -  Follow-On Functions
 -  Messages
 -  Print/Transmit
 -  Urging/Reminders

Select your PO

Message Output



Purch. Doc. Data

Document Number

4500017177



to

Vendor

[Redacted]

to

Purchasing Organization

[Redacted]

to

Purchasing Group

[Redacted]

to

Document Type

[Redacted]

to

Document Date

[Redacted]

to

And ISSUE “Output Message”

Message Output



Output Message

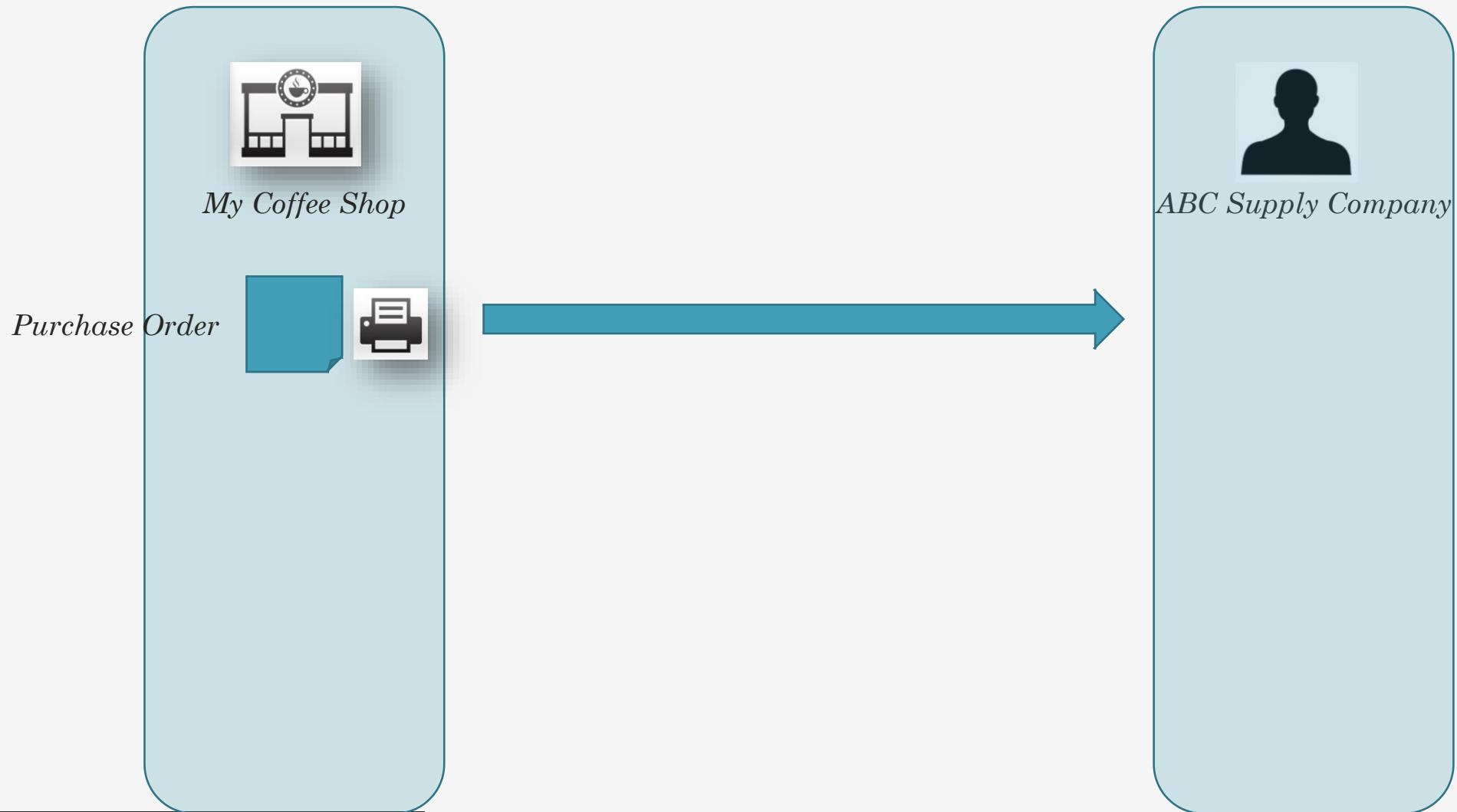
Display Message

Message Details

Trial Printout

Purch. Doc.	Vendor Name	1	PGr	Doc.	Date	
Msg.	Lng Partner	Role	Created on	Time	N User Name	Output Device
4500017177	1222	ABC	Supply Company	300	30.01.2016	
<input checked="" type="checkbox"/>	NEU EN 1222	LF	31.01.2016	01:01:43	3	SIVA LP01

Printed PO is sent to the Vendor



Exercise

S. No	Question	Answer
1	<i>Give some examples of the search criteria to select Vendor during PO Creation</i>	<ol style="list-style-type: none">1. City2. Zip Code3. Name4. Number
2	<i>What is the Org Data that is entered in the PO Header ?</i>	<p>P. Org P. Group Company Code</p>

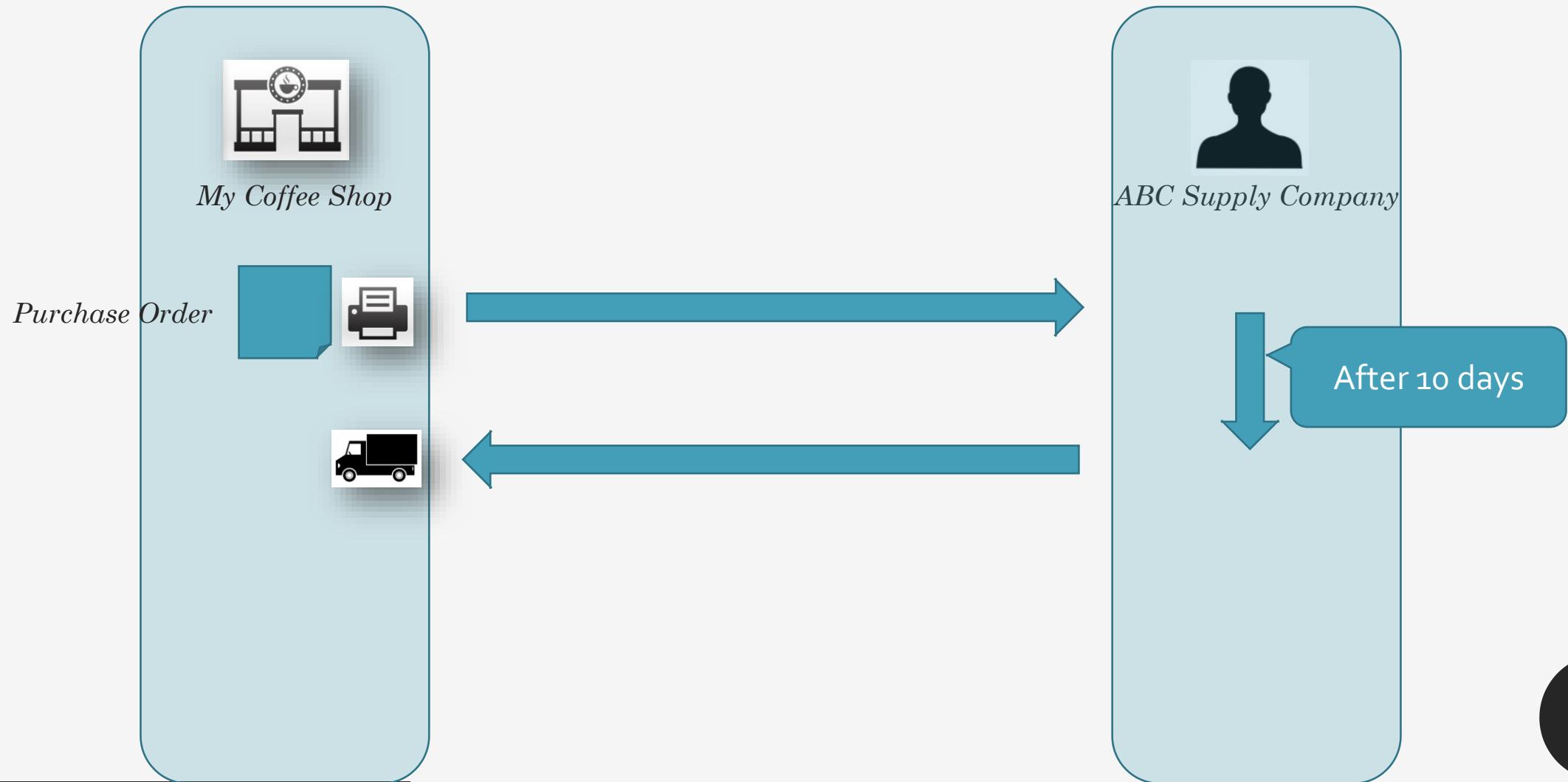
Exercise

S. No	Question	Answer
3	<i>Can you enter a Zero Quantity at the line item level ?</i>	NO
4	<i>What is the material number for “Hard Wheat Flour” ?</i>	CP-FD 1105

Exercise

S. No	Question	Answer
5	<i>What is the error message you receive when you enter “<u>Hard Wheat Flour</u>” material for plant <u>3100</u> ?</i>	Material NOT maintained for plant
6	<i>Use Plant <u>3200</u> for “Hard Wheat Flour” material and enter a price of \$2 per LB</i> 	Po goes though fine

Vendor sends the goods



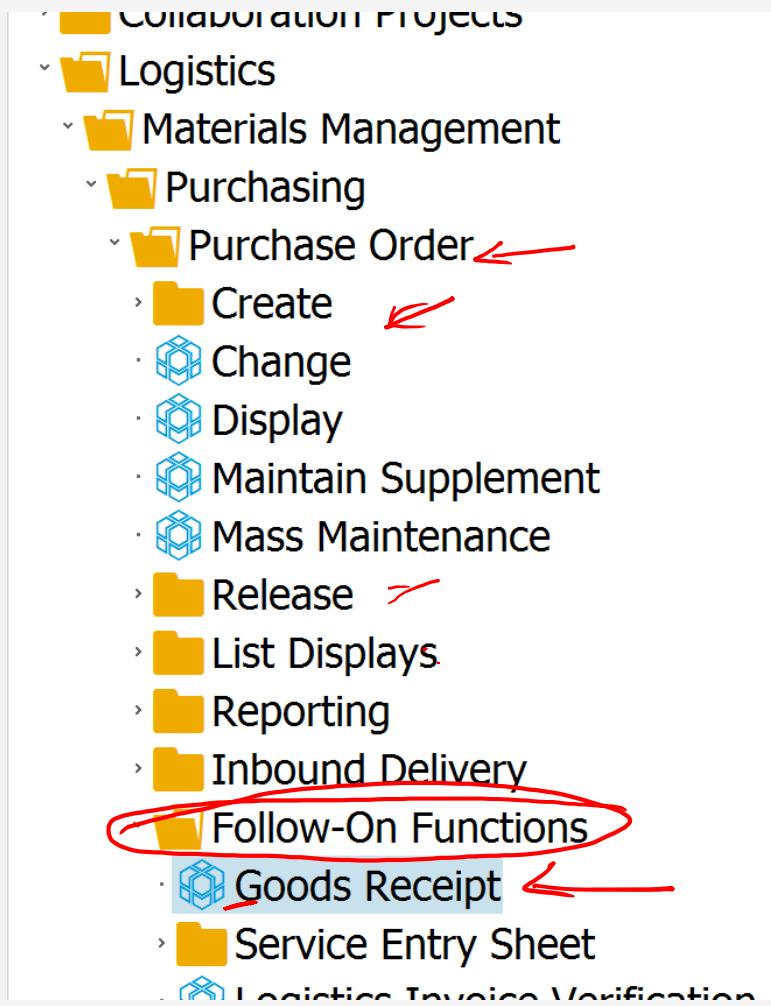
Along comes the “Packing Slip”

ABC SUPPLY COMPANY					
January 30, 2016					
PACKING SLIP					
Ship To					
Recipient	Siva Siva Coffee Shop	Order Date	1/30/2016		
Address	323 Canada Rd. Chicago - IL - 60001	Order Number	9808		
Phone	[Telephone]	Purchase Order	4500017177		
Customer ID#	234T2				
Item #	Description	Unit Type	Order Quantity	Ship Quantity	Backorder Quantity
FL01	Flour	KG	10	10	

Comments: Backordered items will ship as they become available. Please contact the Customer Service department at [Phone] with any questions or concerns.

Thank you for your order!

Receive goods against PO



What is this Transaction ?

Goods Receipt Purchase Order - DDIC

The screenshot shows the SAP DDIC interface for a Goods Receipt Purchase Order. The title bar reads "Goods Receipt Purchase Order - DDIC". The toolbar contains various icons for document management and navigation. The main menu includes "Hide Overview", "Hold", "Check", "Post", and "Help". On the left, a sidebar titled "My Documents" lists categories like Purchase Orders, Orders, Reservations, Material Documents, and Held Data, each with a "Blank" option. The central area displays document details for "A01 Goods Receipt" and "R01 Purchase Order". It shows fields for Document Date (30.01.2016), Posting Date (30.01.2016), and Delivery Note/Bill of Lading/GR/GI Slip No. (all empty). Below this is a table for entering material receipts, with columns for Line, Mat. Short Text, OK, Qty in UnE, EUn, SLoc, and Base Qty. A message bubble in the bottom right corner says "Click to open transaction details".

Goods Receipt Purchase Order - DDIC

Hide Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order Plant

Gene... Vendor

Document Date: 30.01.2016
Posting Date: 30.01.2016
Delivery Note
Bill of Lading
GR/GI Slip No.

1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Base Qty

Mater... Quantity Where

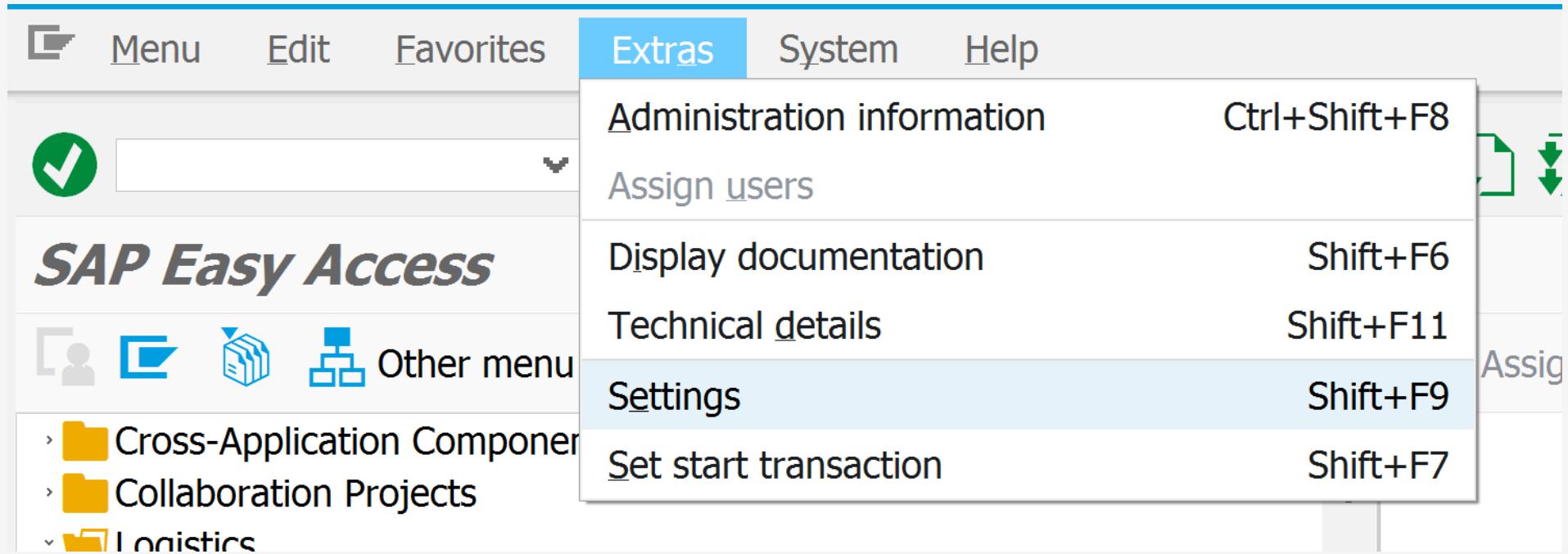
SAP

Click to open transaction details

What is this Transaction ?

Contents				
• <u>System</u>	ECC (1)	800		
<u>Client</u>		800		
<u>User</u>		SIVA		
<u>Program</u>		SAPLMIGO		
<u>Transaction</u>		MIGO		
<u>Response Time</u>	516 ms			
<u>Interpretation Time</u>	218 ms			
<u>Round Trips/Flushes</u>	6/3			

Enable Transaction Code in Menu Path



Enable Transaction Code in Menu Path

This is used to specify settings

- Display favorites at end of list
- Do not display menu, only display favorites
- Do not display picture
- Display technical names

Now you see the t-codes in Menu Path

-  Logistics
-  Materials Management
-  Purchasing
-  Purchase Order
- >  Create
 -  ME22N - Change
 -  ME23N - Display
 -  ME24 - Maintain Supplement
 -  MEMASSPO - Mass Maintenance
- >  Release
- >  List Displays
- >  Reporting
- >  Inbound Delivery
-  Follow-On Functions
 -  MIGO - Goods Receipt
- >  Service Entry Sheet

Receive goods into Warehouse by MIGO

A01 Goods Receipt		R01 Purchase Order					Plant	
		Vendor						
Document Date	30.01.2016							Delivery Note
Posting Date	30.01.2016							Bill of Lading
	<input type="checkbox"/>	1 Individual Slip						GR/GI Slip No.
Line	Mat. Short Text				OK	Qty in UnE		

But I don't remember the PO Number

I want to search by date or material or Vendor

Purchasing Documents per Asset	Purchasing Documents per Requirement Tracking Number	Requests for Quotati...
Asset	<input type="text"/>	
Subnumber	<input type="text"/>	
Company Code	<input type="text"/>	
Purch. Doc. Category	<input type="text"/>	
Purch. Organization	<input type="text"/>	
Purchasing Document	<input type="text"/>	
Item	<input type="text"/>	

Search by Vendor

Purchasing Document Number (1)

Purchasing Documents per Asset Purchasing Documents per Requirement Tracking Number Requests for Quotati...

Asset
Subnumber
Company Code
Purch. Doc. Category
Purch. Organization
Purchasing Document
Item

Purchasing Documents per Asset
Purchasing Documents per Requirement Tracking Number
Requests for Quotation per RFQ Date
Purchase Orders per PO Date
Schedule Lines per Purchase Requisition
Purchasing Documents per Order
Purchase Orders for Services
Contracts for Services
Purchasing Documents per Cost Center
Purchasing Documents per Vendor
Purchasing Documents for Material
Purchasing Documents per Network
Purchasing Documents per Project
Purchasing Documents per Collective Number
Contracts per Agreement Date
Scheduling Agreements per Agreement Date
Purchasing Documents per Sales Document
Purchasing Documents per Supplying Plant

✓ ↕ i ✎

See all the search criteria tabs

Search by Vendor

Purchasing Documents per Cost Center Purchasing Documents per Vendor



Vendor: 1222

POrg	PGr	Doc. Date	COTyp	Purch.Doc.
		30.01.2016	F NB	4500017176
3000	100	30.01.2016	F NB	4500017174
3000	300	30.01.2016	F NB	4500017175
3000	300	30.01.2016	F NB	4500017177
3000	CMR	01.09.2003	L LP	5500000120
3000	CMR	19.09.2003	L LPA	5500000122

Search by vendor
1222 and select
the PO by date

SAP Automatically pulls the details from PO

Document Date	30.01.2016	Delivery Note		Ven...		
Posting Date	30.01.2016	Bill of Lading		Hea...		
<input type="button" value="Print"/> <input type="checkbox"/> 1 Individual Slip		GR/GI Slip No.				
Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc
1	Flour	<input type="checkbox"/>	10	KG		
<input type="button" value="Delete"/> <input type="button" value="Contents"/> <input type="button" value=""/>						
<input type="button" value="Mater..."/> <input type="button" value="Quantity"/>	Material Data Partner					
Material	Flour			BP-401		
Vendor Material No.						
Material Group	015			EAN in Order Unit		
				EAN Check		
<input type="button" value=""/> <input type="button" value=""/> <input type="checkbox"/> Item OK	Line	1	<input type="button" value=""/>			

Inspect and “OK” the item

Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc
1	Flour	<input type="checkbox"/>	10	KG		

Line 1 Mat. Short Text: Flour

OK: Qty in UnE: 10 EUn: KG S... SLoc:

Buttons:      Delete  Contents   

Mater... Quantity Where Purchase Order Data Partner

Material: Flour Vendor Material No.: BP-401

Material Group: 015 EAN in Order Unit:

EAN Check:

Buttons:    Item OK

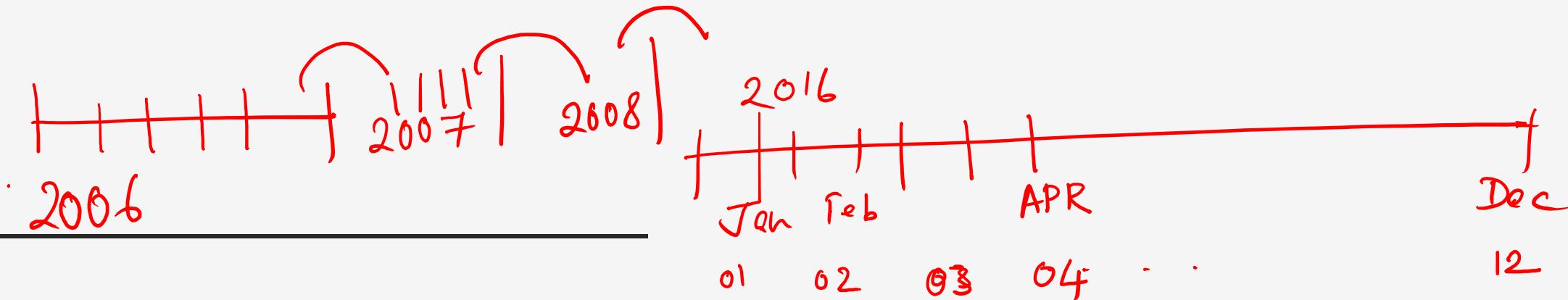
1 

“OK” is saying I am good with the receipts. Post it.

Click on “Save”

Display logs		
Typ	Item	Message text
●	1	Posting only possible in periods 2006/12 and 2006/11 in company code ...
		?





Open new Accounting Period

MMPV

Close Period for Material Master Records

From company code	3000
To company code	3000

Enter next period (including fiscal year) or a relevant date
(but not both)

Period

Fiscal year

or

Date

Check and close period
 Check period only
 Close period only

Allow neg. qties in prev. per.
 Allow neg. vals in prev. per.

Save again.

Display logs

Typ	Item	Message text	LTxt
●	1	Enter Stor. Location	?

Toolbar icons:

- ✓
- ?
- glas
- K
- <
- >
- filter
- balance
- list
- print
- stop
- 0
- 1
- ▲ 0
- 0
- i
- X

What is Storage Location ?



Manufacture



Flour/Sugar



Coffee Beans



Baked Goods

Other types of Storage Location



Chicago Plant



Schaumburg



Naperville



Lincoln Park



What is Storage Location ?

BK41 | WPR1



3100 - Chicago



3101 - Baked Goods

3111 - Coffee Beans

0001 – Raw Material

Enter Storage Location

Line	Stat...	Mat. Short Text	OK	Qty in UnE
1		Flour	<input checked="" type="checkbox"/>	10

Navigation: < > ...

Action buttons: Delete Contents

Tab navigation: Mater... | Quantity | Wh... | Purchase Order Data | Partner

Movement Type: 101 + GR goods receipt Stock type

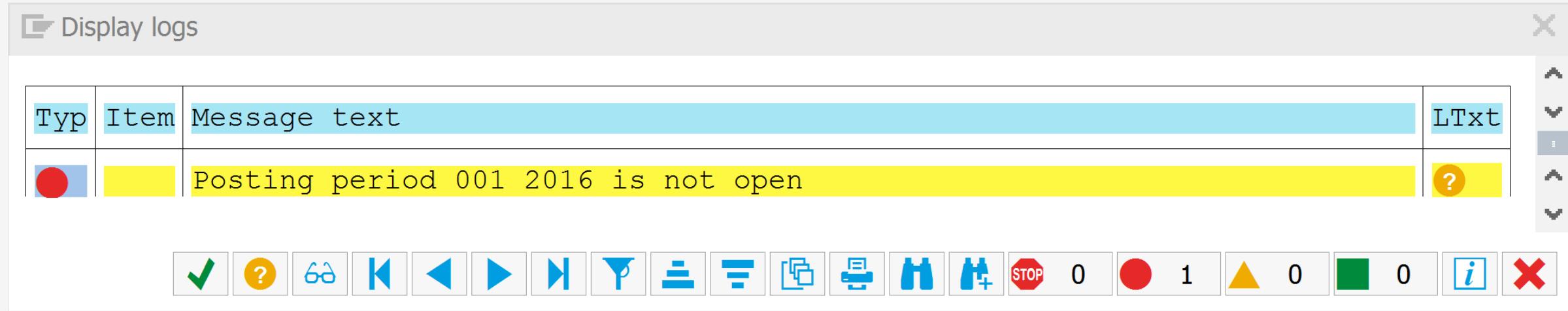
Plant: Chicago 3100

Storage Location: Warehouse 0001 0001

Goods recipient:

Unloading Point:

Posting Period Error



OB52 – Open the new periods

Change View "Posting Periods: Specify Time Intervals": Over

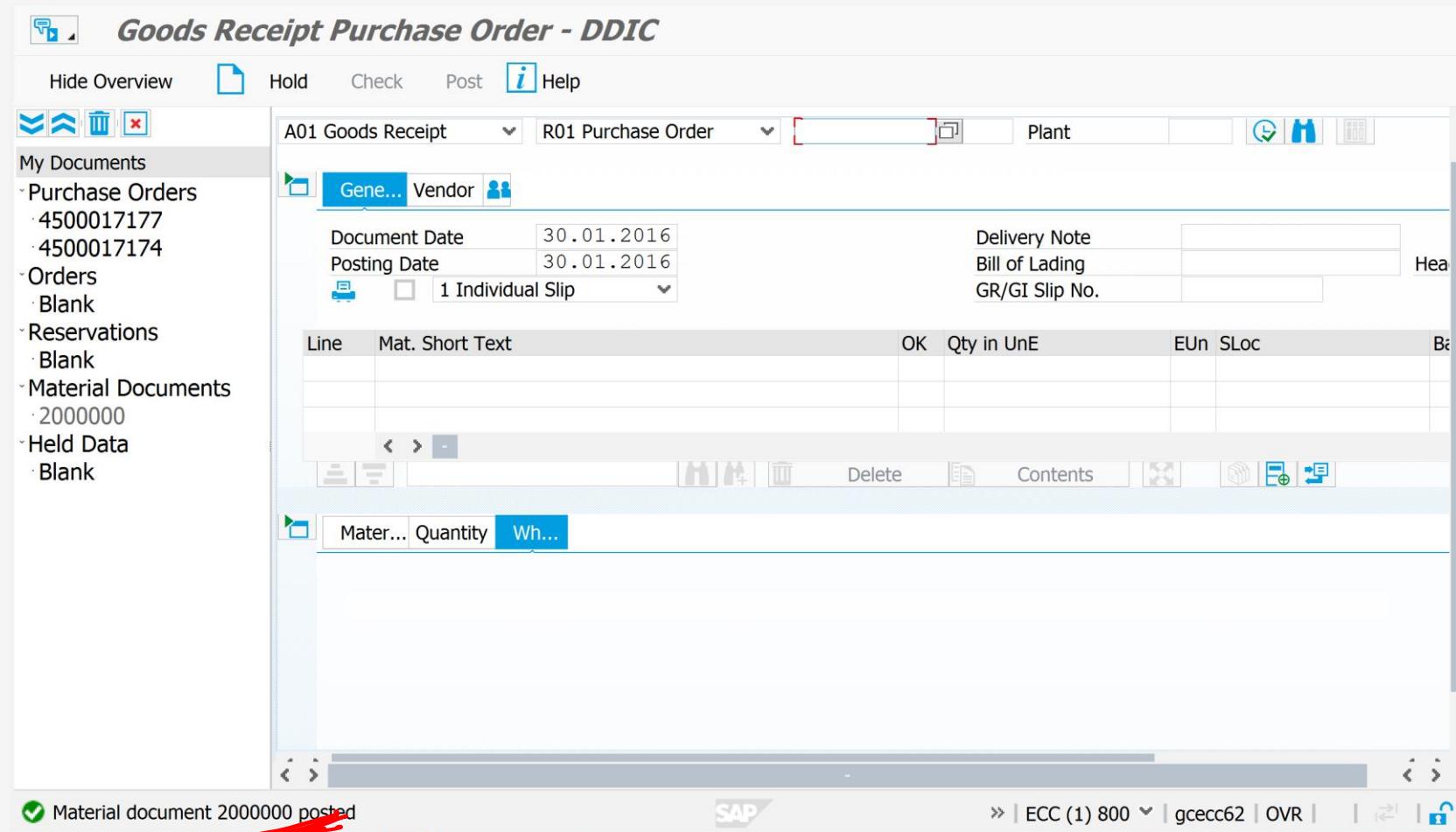


New Entries



Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2
2700	K		ZZZZZZZZZZ	1	2005	12	2008	13
2700	S		ZZZZZZZZZZ	1	2005	12	2008	13
3000	+			1	2005	12	2016	13
3000	A		ZZZZZZZZZZ	1	2005	12	2016	13
3000	D		ZZZZZZZZZZ	1	2005	12	2016	13
3000	K		ZZZZZZZZZZ	1	2005	12	2016	13
3000	S		ZZZZZZZZZZ	1	2005	12	2016	13
3010	+			1	2005	12	2016	13
3010	A		ZZZZZZZZZZ	1	2005	12	2008	13

“Material Document” Posted



Do we have 10 KGs of Flour now ?



3100 - Chicago

3101 – Baked Goods

3111 - Coffee Beans

0001 – Raw Material

Check Stock Levels

- ›  Logistics
- ›  Materials Management
- ›  Purchasing
- ›  **Inventory Management**
- ›  Goods Movement
- ›  Material Document
- ›  Reservation
- ›  Periodic Processing
- ›  Environment
- ›  List Displays
- ›  Stock
-  MB5T - Stock in Transit (Company Code)
-  /CWM/STOCK - Stock Balance Display
-  /CWM/STOCK_CHECK - Check Stock Variance
-  **MMBE - Stock Overview**
-  MD04 - Stock/Requirements List
-  MB53 - Plant Stock Availability

Check Stock Levels

Stock Overview: Company Code/Plant/Storage Location/Batch



Database selections

Material

= BP-401



Plant



Storage location



Batch



Select Material

Stock Type Selection

Also Select Special Stocks

Also Select Stock Commitments

Check Stock Levels

Stock Overview: Basic List



Selection

Material	BP-401	Flour
Material Type	ROH	Raw material
Unit of Measure	KG	Base Unit of Measure KG

Stock Overview

Client/Company Code/Plant/Storage Loc...	Unrestrict...	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Cons...
Full	10,000				11,000	
3000 IDES US INC	10,000				11,000	
3100 Chicago	10,000				11,000	
0001 Warehouse 0001	10,000					

10 KG on stock

Lets do another PO and receive into 0002 Storage Location

Purchase Order



Goods Receipt Material Document

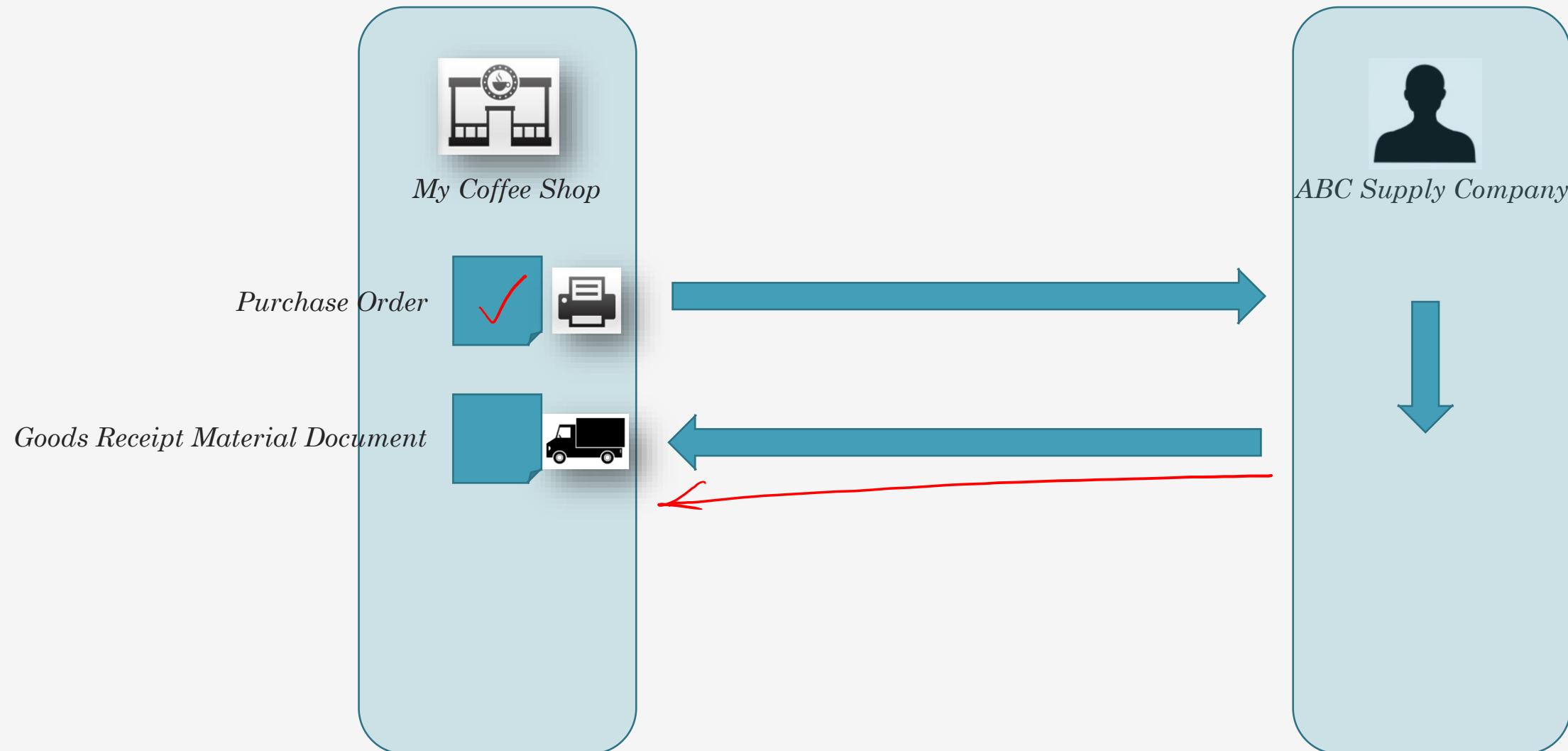


Check the stock again

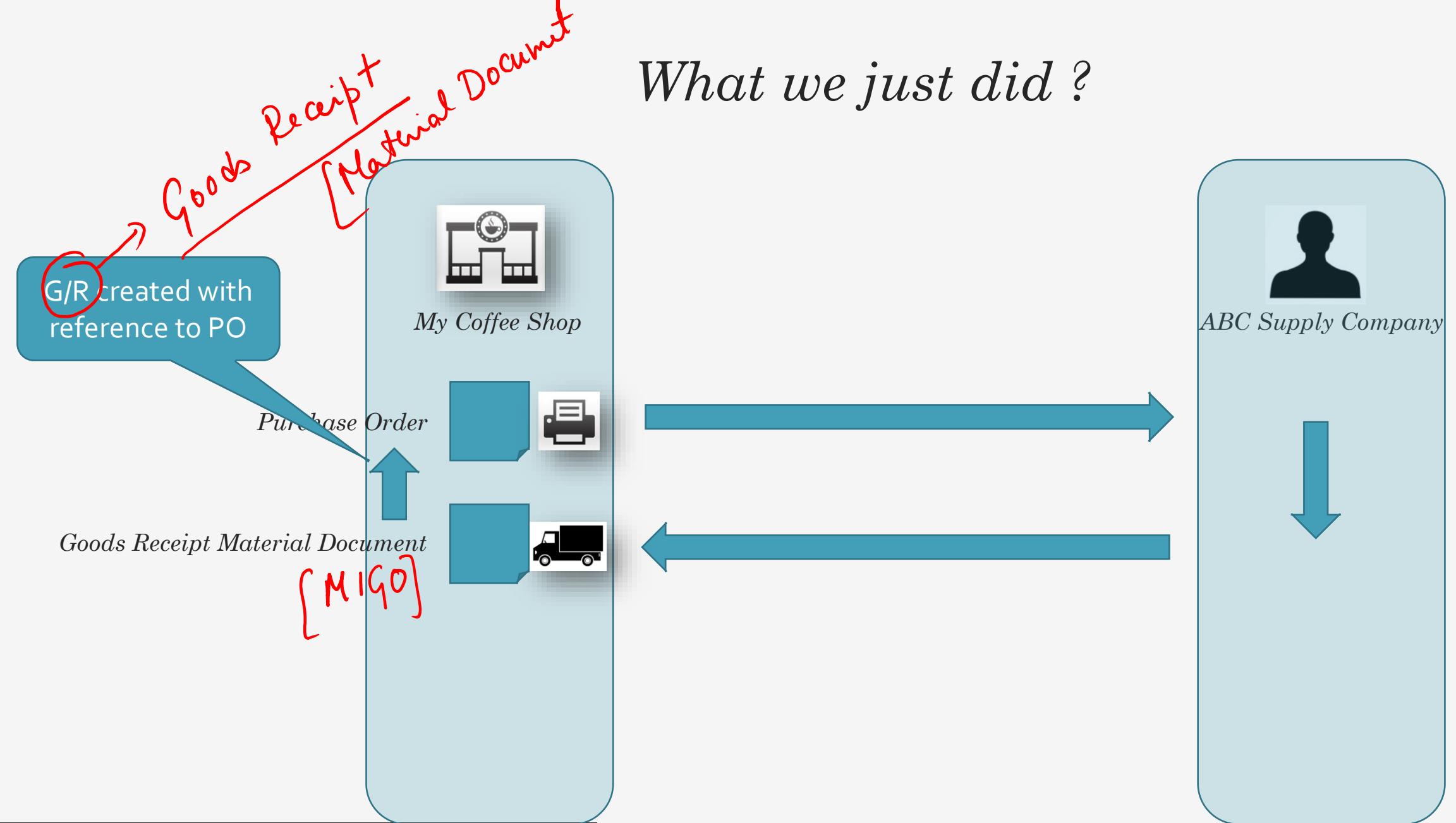
Selection			
Material	BP-401	Flour	
Material Type	ROH	Raw material	
Unit of Measure	KG	Base Unit of Measure	
Stock Overview			
    	Detailed Display		
Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qu	
Full	25,000		
3000 IDES US INC	25,000		
3100 Chicago	25,000		
0001 Warehouse 0001	10,000		
0002 Warehouse 0002	15,000		

Stock now received into 0002
Storage Location

What we just did ?

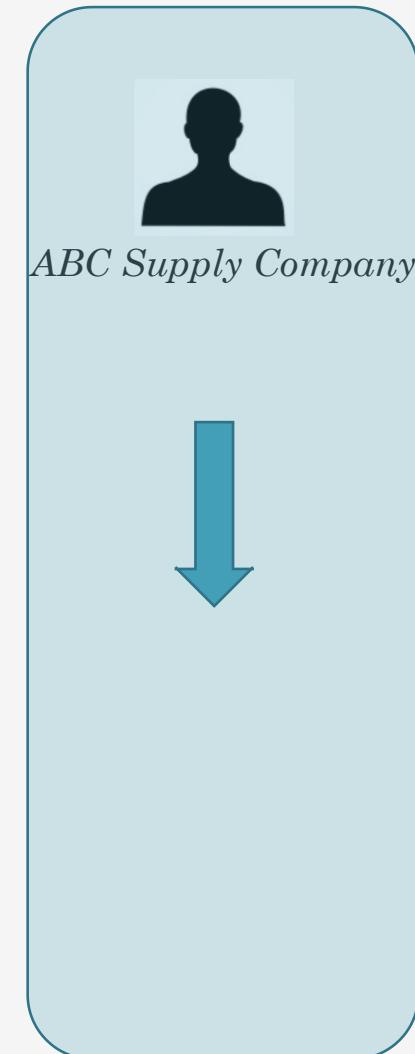
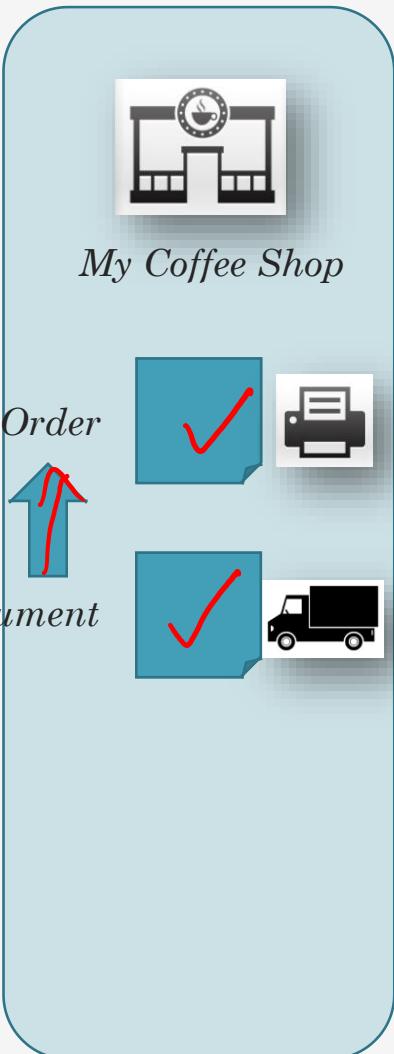


What we just did ?



What we just did ?

SAP records the link between the PO and G/R document



PO History – Links PO with G/R

Standard PO 4500017177 Created by DDIC

Document Overview On Print Preview Messages Personal Setting

NB Standard PO 4500017177 Vendor 1222 ABC Supply Company

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date
	10			<u>BP-401</u>	Flour		10	KG	D 01.02.201

Default Values Addl Pla

Click to view the G/R document

1 [10] BP-401 , Flour Purchase Order Hist. Texts

Sh. T	MvT	Material Docum...	Item Posting Date	Quantity	Delivery cost quantity	OUn
WE	101	<u>2000000</u>	130.01.2016	10	0	KG

Tr./Ev. Goods receipt

Exercise

S. No	Question	Answer
1	<i>What is the transaction code to create a goods receipt ?</i>	MIGO
2	<i>List all the storage locations associated with the Plant 3100</i>	0001 0002 0088 —

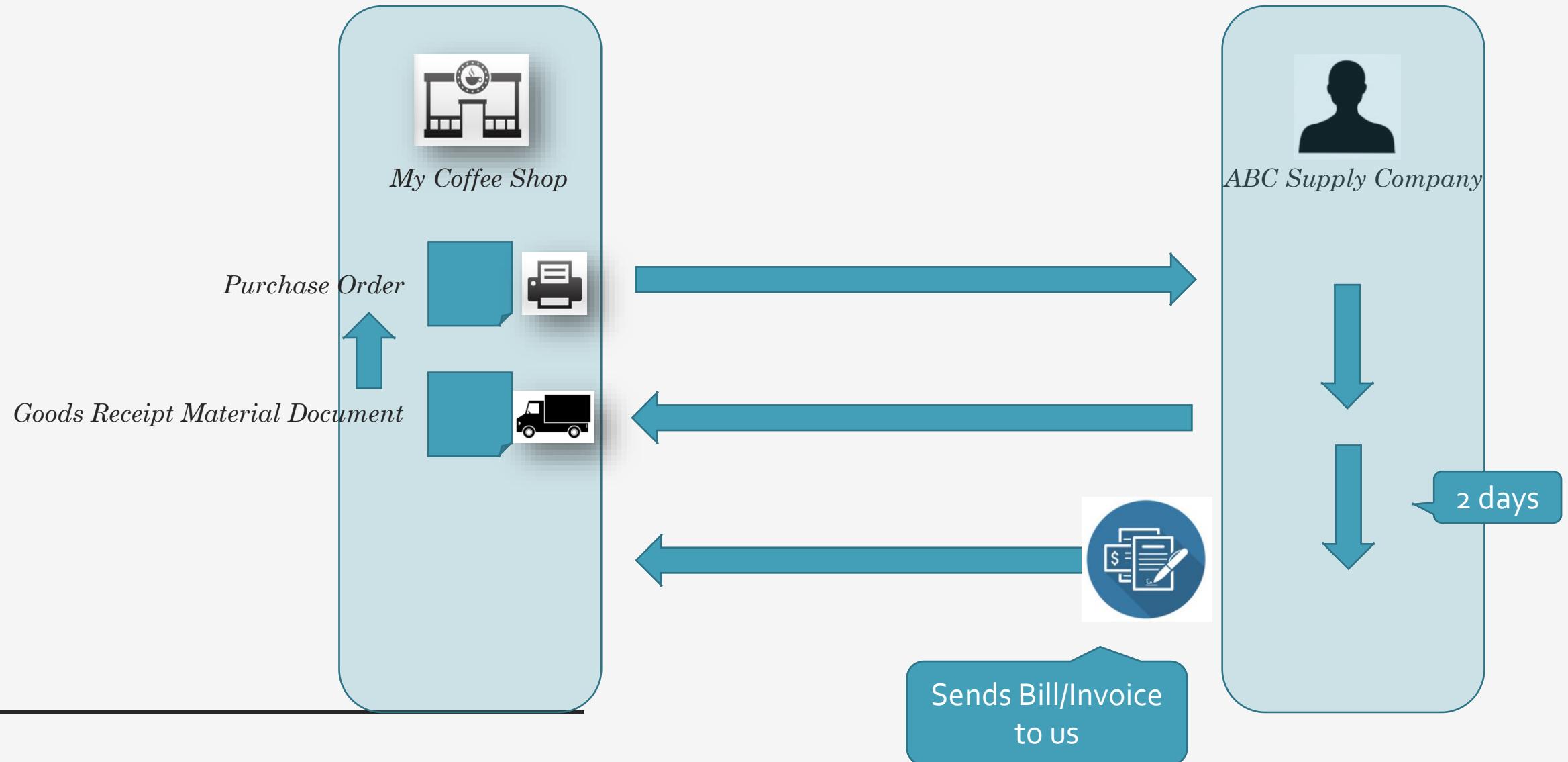
Exercise

S. No	Question	Answer
3	<i>Do you have to enter Quantity in MIGO ?</i>	No. Automatikally Picked
4	<i>What is the error message you get when you save MIGO without flagging the item as OK ?</i>	

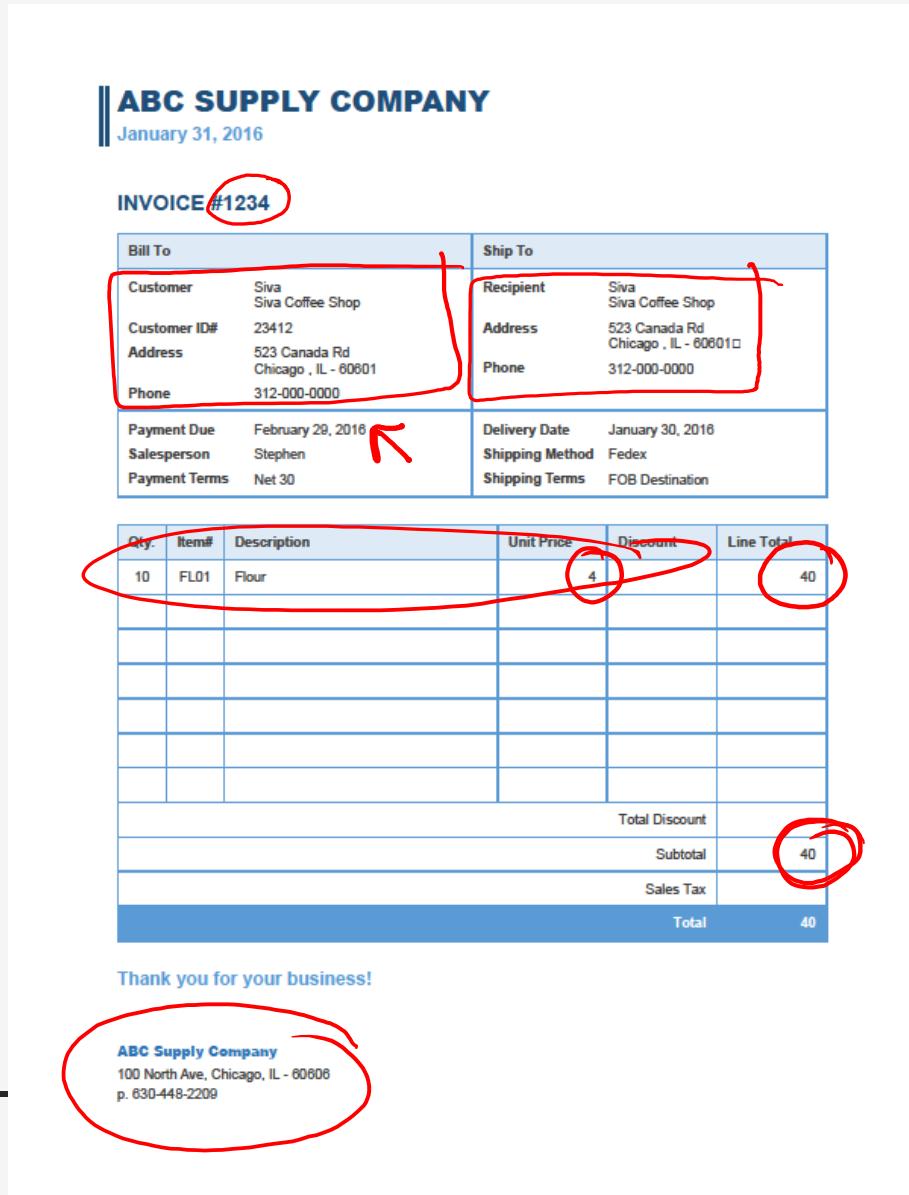
Exercise

S. No	Question	Answer
5	<i>Can you receive more quantity than ordered in PO ?</i>	
6	<i>T-code to check stock level ?</i>	

Invoice Receipt



How does the Invoice look like ?



Enter the Invoice into SAP

-  Logistics
 -  Materials Management
 -  Purchasing
 -  Purchase Order
 - >  Create
 -  ME22N - Change
 -  ME23N - Display
 -  ME24 - Maintain Supplement
 -  MEMASSPO - Mass Maintenance
 - >  Release
 - >  List Displays
 - >  Reporting
 - >  Inbound Delivery
 -  Follow-On Functions
 -  MIGO - Goods Receipt
 - >  Service Entry Sheet
 -  MIRO - Logistics Invoice Verification
 -  MLRP - Periodic Invoicing Plan

When did we receive the invoice ?

Enter Incoming Invoice: Company Code 3000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction 1 Invoice Balance 0,00

Basic d... Payment Details Tax Contacts Notes

Invoice date 31.01.2016
Posting Date 31.01.2016
Amount
Tax amount IO IO (A/P Tax Exempt)
Text
Baseline Date
Company Code 3000 IDES US INC New York

Enter the data we received the Invoice

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement Layout 1 Goods/service items
7_6310 All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Procurement Doc.

Item Search Term 0 / 0 Items

Enter the PO Number

ABC SUPPLY COMPANY

January 31, 2016

INVOICE #1234

Bill To	Ship To
Customer Siva Siva Coffee Shop	Recipient Siva Siva Coffee Shop
Customer ID# 23412	Address 523 Canada Rd Chicago, IL - 60601
Address 523 Canada Rd Chicago, IL - 60601	Phone 312-000-0000
Phone 312-000-0000	
Payment Due February 29, 2016	Delivery Date January 30, 2016
Salesperson Stephen	Customer PO 4500017177
Payment Terms Net 30	Shipping Terms FOB Destination

Get the PO # from
the Vendor Invoice

Transaction 1 Invoice

Basic d... Payment Details Tax Contacts Note

Invoice date 31.01.2016 Reference

Posting Date 31.01.2016

Amount Calculate tax

Tax amount IO IO (A/P Tax Exempt)

Text

Baseline Date

Company Code 3000 IDES US INC New York

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement

Item	Amount	Quantity
------	--------	----------

Or Search for the PO
in SAP

Search PO # in SAP

The screenshot shows the SAP Fiori interface for searching purchasing documents. At the top, there is a toolbar with various icons: a green checkmark, a white square with a dropdown arrow, left and right arrows, a save icon, a back icon, a red X, a blue print icon, a blue magnifying glass, a blue double magnifying glass, a blue up arrow, a blue down arrow, a blue double up arrow, a blue double down arrow, a blue star, a blue square, a blue double square, a blue question mark, and a blue gear.

Possible Entries for Purchasing Document (1 selected)

Copy Document

Box	Purch. Doc.	Order Type	Description	PO Date	Plnt	Open Amount	Crcy	Vendor	I
Purch. Doc.	Item	Material	Short Text	R	Open Quantity	BUN			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4500017177	NB	Standard	PO 30.01.2016	3100	40,00	USD	1222

Search by Vendor or
other search criteria ,
select the PO #

Enter the Invoice Amount

Enter Incoming Invoice: Company Code 3000

Show PO structure Show worklist Hold Simulate **Messages** Help

Transaction: 1 Invoice Balance: 40,00- USD

Basic d... Payment Details Tax Contacts Note

Invoice date: 31.01.2016 Reference:

Posting Date: 31.01.2016

Amount: Tax amount:

Text: Paymt terms:

Baseline Date: Company Code:

USD Calculate tax I0 I0 (A/P Tax Exempt)

This is the amount in the invoice received from the vendor

Vendor: 0000001222
ABC Supply Company
PO Box 100
CHICAGO IL 60606-0100
USA
630-448-2209

Bank acct: 083000108
First Union Bank & Trust, Main Office

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement: 4500017177 Layout: 1 Goods/service items
7_6310 All information

Amount	Quantity	Or...	Purchase Or...	Item	Procurement Doc.	PO Text
40,00	10 KG	<input type="checkbox"/>	4500017177	10		Flour

This is the expected amount in the PO sent to the Vendor

Make the “Balance” zero

Enter Incoming Invoice: Company Code 3000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction **1 Invoice**

Basic d... Payment Details Tax Contacts Note

Invoice date **31.01.2016** Reference

Posting Date **31.01.2016**

Amount **40,00** USD Calculate tax

Tax amount **IO IO (A/P Tax Exempt)**

Text

Paymt terms **30 Days net**

Baseline Date **31.01.2016**

Company Code **3000 IDES US INC New York**

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement 4500017177

Layout **1 Goods/service items** 7_6310 All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Procurement Doc.	PO Text
1	40,00	10	KG	4500017177	10		Flour

Balance **0,00** The difference (Balance) should always be zero (or within acceptable margin) to post the invoice

Bank acct **083000108**
First Union Bank & Trust, Main Office

Make the “Balance” zero

Enter Incoming Invoice: Company Code 3000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction **1 Invoice** Balance **0,00** USD

Basic d... Payment Details Tax Contacts Note

Invoice date **31.01.2016** Reference

Posting Date **31.01.2016**

Amount **40,00** Calculate tax

Tax amount **IO IO (A/P Tax Exempt)**

Text

Paymt terms **30 Days net**

Baseline Date **31.01.2016**

Company Code **3000 IDES US INC New York**

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement 4500017177 1 Goods/service items
Layout 7_6310 All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Procurement Doc.	PO Text
1	40,00	10	KG	4500017177	10		Flour

The difference (Balance) should always be zero (or within acceptable margin) to post the invoice

Save (Post)

Enter Incoming Invoice: Company Code 3000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: 1 Invoice

Basic d... Payment Details Tax Contacts Note

Invoice date: 31.01.2016 **Reference:** [empty]

Posting Date: 31.01.2016 **Amount:** [empty] Calculate tax

Tax amount: [empty] **Text:** [empty]

Company Code: 3000 IDES US INC New York

PO referen... G/L account Material

1 Purchase Order/Scheduling Agreement

Item	Amount	Quantity	Or...	Purchase Or...	Item	Procurement
[empty]	[empty]	[empty]	[empty]	[empty]	[empty]	[empty]

Document no. 5105608712 created

Invoice # posted is 5105608712

View PO History

New PO *Open PO* *PO*

Standard PO 4500017177 Created by DDIC

Document Overview On Print Preview

Messages Personal Setting

NB Standard PO 4500017177 Vendor 1222 ABC Supply Company

Header

S...	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv.	Date
	10			BP-401	Flour		10	KG	D	01.02.2
< > ...										

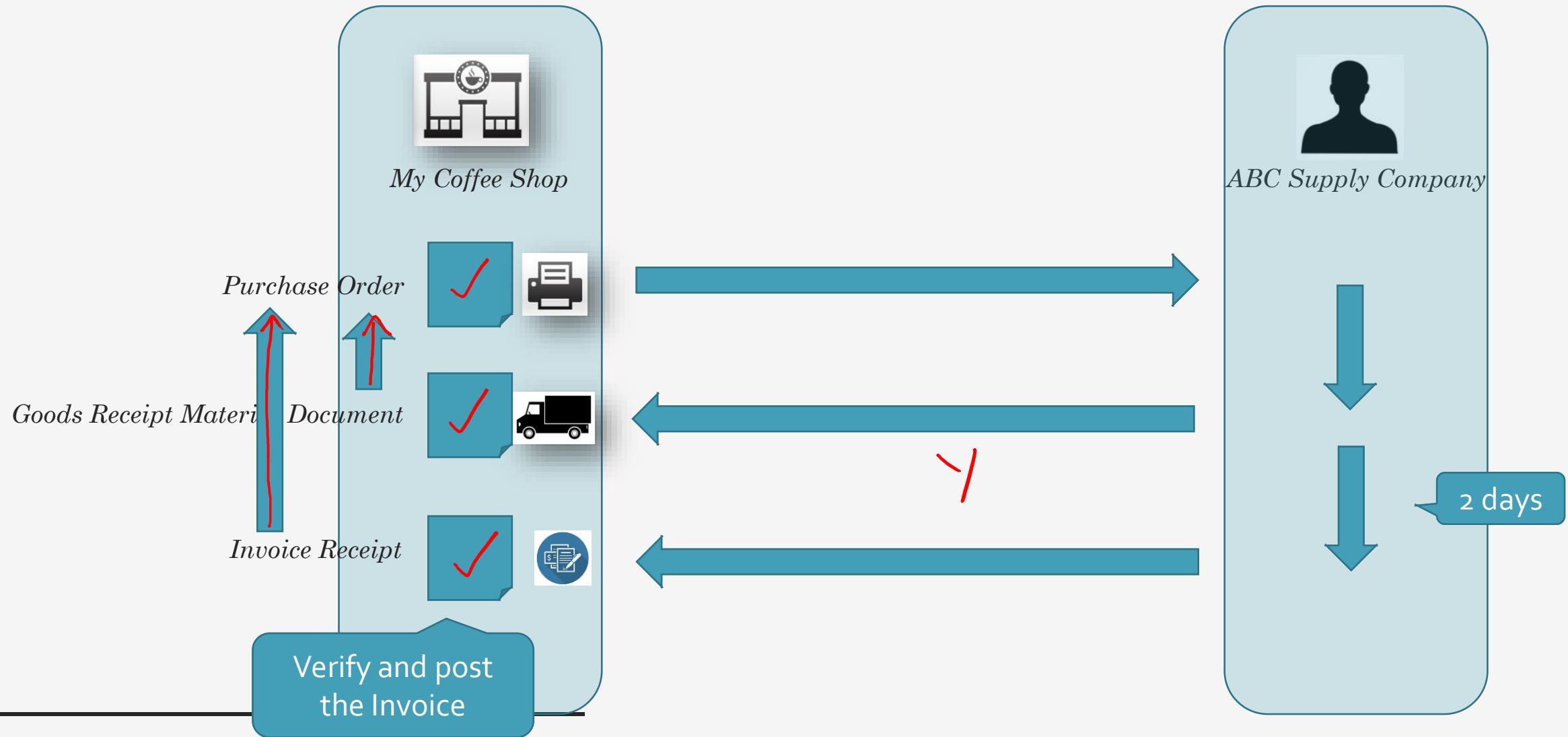
Addl F

Item 1 [10] BP-401 , Flour

Material D... Quantities/Weights Delivery Schedule Delivery Invoice Conditions Purchase Order Hist... Texts

Sh. T	MvT	Material Docum	Item Posting Date	Quantity	Delivery cost quantity	OUn
WE	101	2000000 ✓	130.01.2016	10	0	KG
Tr./Ev. Goods receipt						
RE-L		5105608712 ✓	131.01.2016	10	0	KG
Tr./Ev. Invoice receipt						

What we just did



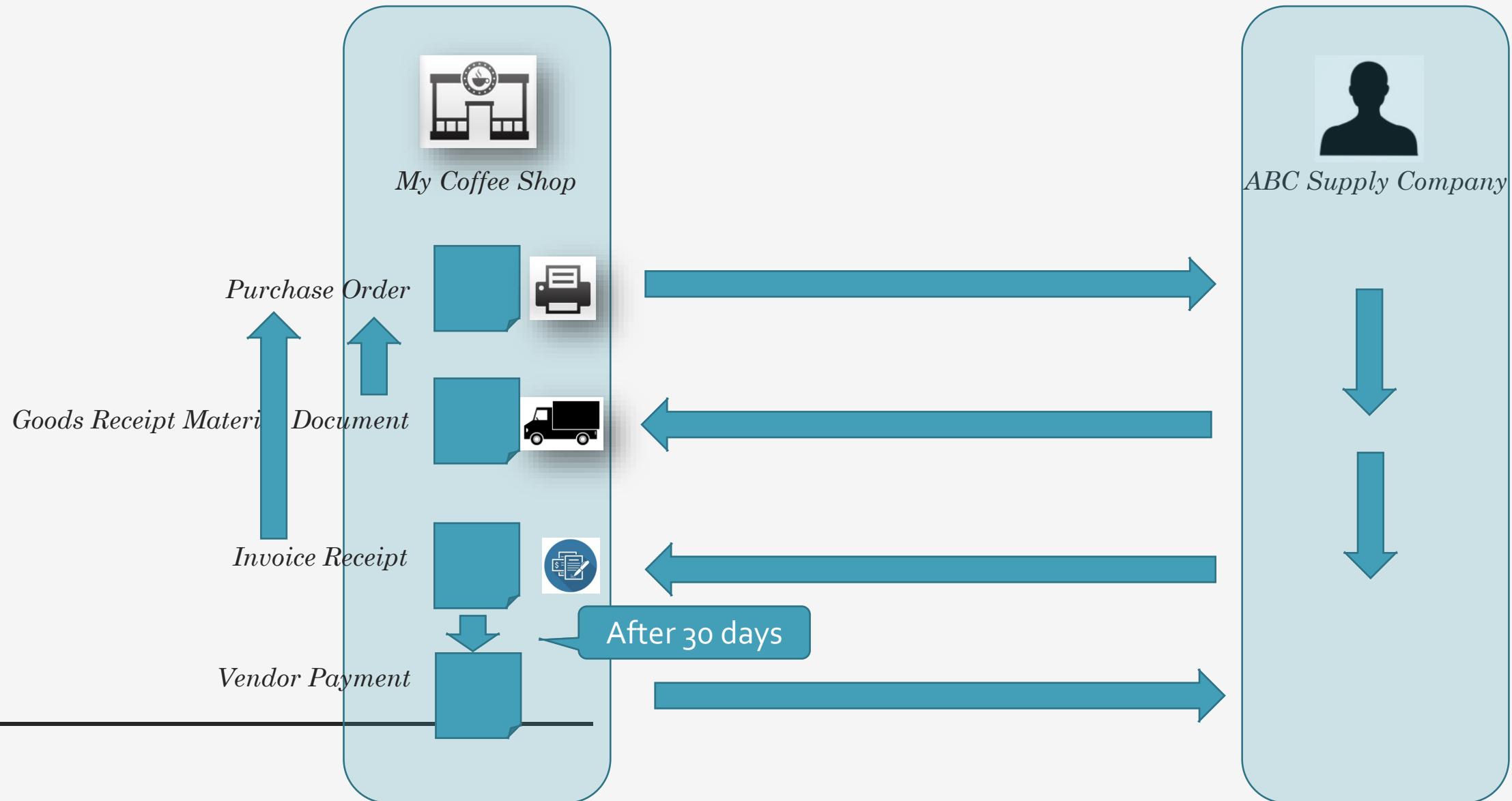
Exercise

S. No	Question	Answer
1	<i>What is the transaction code to create an invoice receipt ?</i>	MIRO
2	<i>Does PO History show the invoice details posted ?</i>	Yes

Exercise

S. No	Question	Answer
3	<i>What happens when the difference amount is large ? (say the invoice received is 50% more than the expected value in the PO)</i>	<i>Depends on Configuration .</i>
4	<i>Do you have to check the OK box at the line item level ?</i>	<i>No</i>

Pay the Invoice to the Vendor



Outgoing Payment

-  Accounting
-  Financial Accounting
 - >  General Ledger
 - >  Accounts Receivable
 -  Accounts Payable
 -  Document Entry
 -  FB60 - Invoice
 -  F-43 - Invoice - General
 -  FB65 - Credit Memo
 -  F-41 - Credit Memo - General
 -  FB10 - Invoice/Credit Memo Fast Entry
 - >  Document Parking
 - >  Down Payment
 - >  Bill of Exchange
 - >  Other
 - >  Reference Documents
 -  Outgoing Payment
 -  F-53 - Post
 -  F-58 - Post + Print Forms
 -  F-59 - Payment Request

F-53 ↪

Post Outgoing Payments: Header Data

Process open items

Document Date	31.01.2016	Type	KZ	Company Code	3000
Posting Date	31.01.2016	Period	1	Currency/Rate	USD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data	
Account	110002
Amount	
Bank charges	
Value date	31.01.2016
Text	
Profit Center	
Assignment	

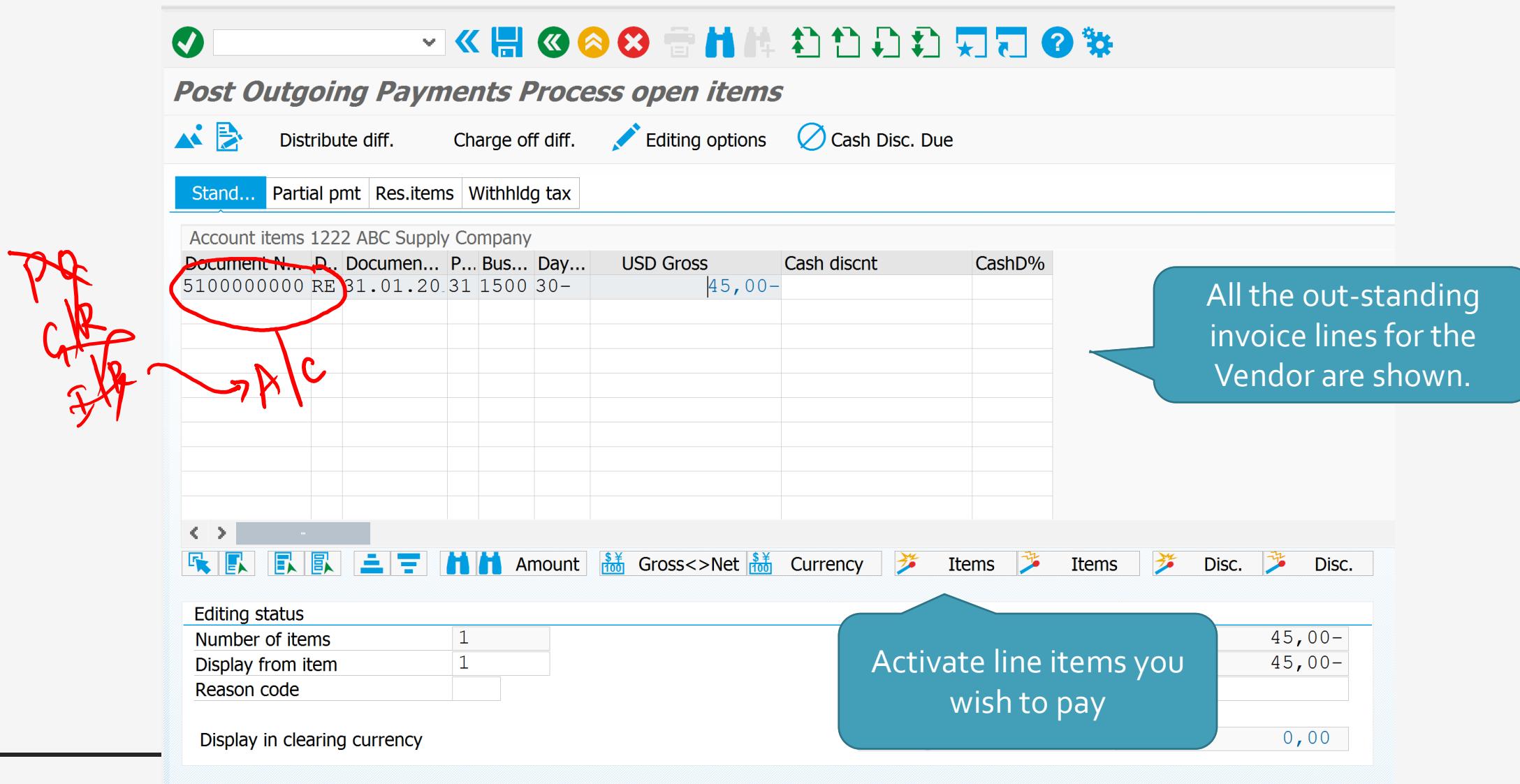
Bank Account from
which the Check is to be
issued

Open item selection	
Account	1222
Account Type	K
Special G/L ind	<input type="checkbox"/> Other accounts <input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Document Number
 Posting Date
 Dunning Area
 Others

The vendor to whom
the check is to be issued

F-53



F-53

Post Outgoing Payments: Header Data

Process open items

Document Date	<input type="text"/>	Type	KZ	Company Code	<input type="text"/> 3000
Posting Date	<input type="text"/> 31.01.2016	Period	1	Currency/Rate	<input type="text"/> USD
Document Number	<input type="text"/>	Translatn Date	<input type="text"/>		
Reference	<input type="text"/>	Cross-CC no.	<input type="text"/>		
Doc.Header Text	<input type="text"/>	Trading part.BA	<input type="text"/>		
Clearing text	<input type="text"/>				

Bank data

Account	<input checked="" type="checkbox"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amount in LC	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	<input type="text"/> 31.01.2016	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection

Account	<input type="text"/>	
Account Type	<input type="text"/> K	<input type="checkbox"/> Other accounts
Special G/L ind	<input type="text"/>	<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	<input type="text"/>	
<input type="checkbox"/> Distribute by age		
<input type="checkbox"/> Automatic search		

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Payment posted

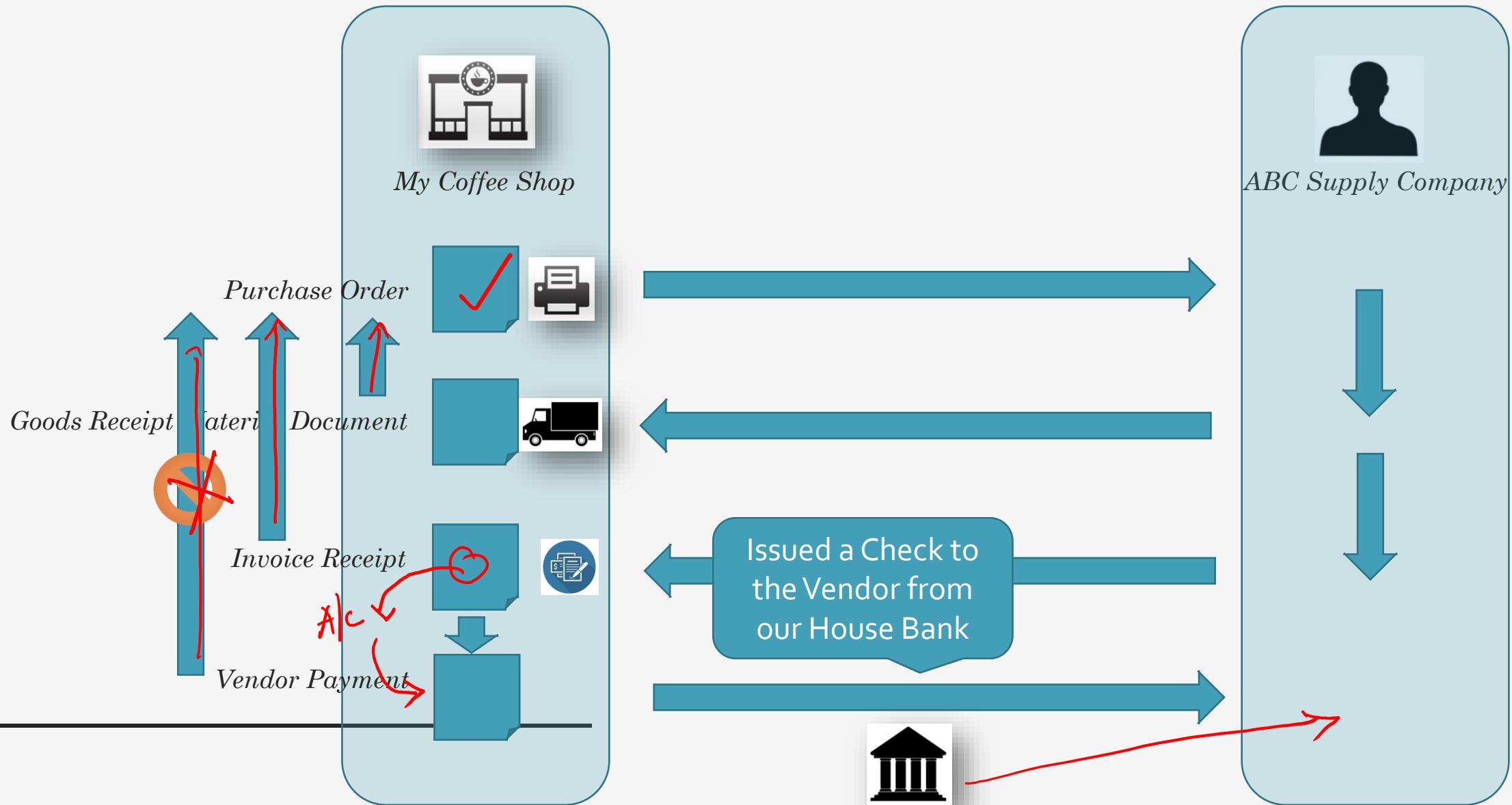


Document 1500000000 was posted in company code 3000

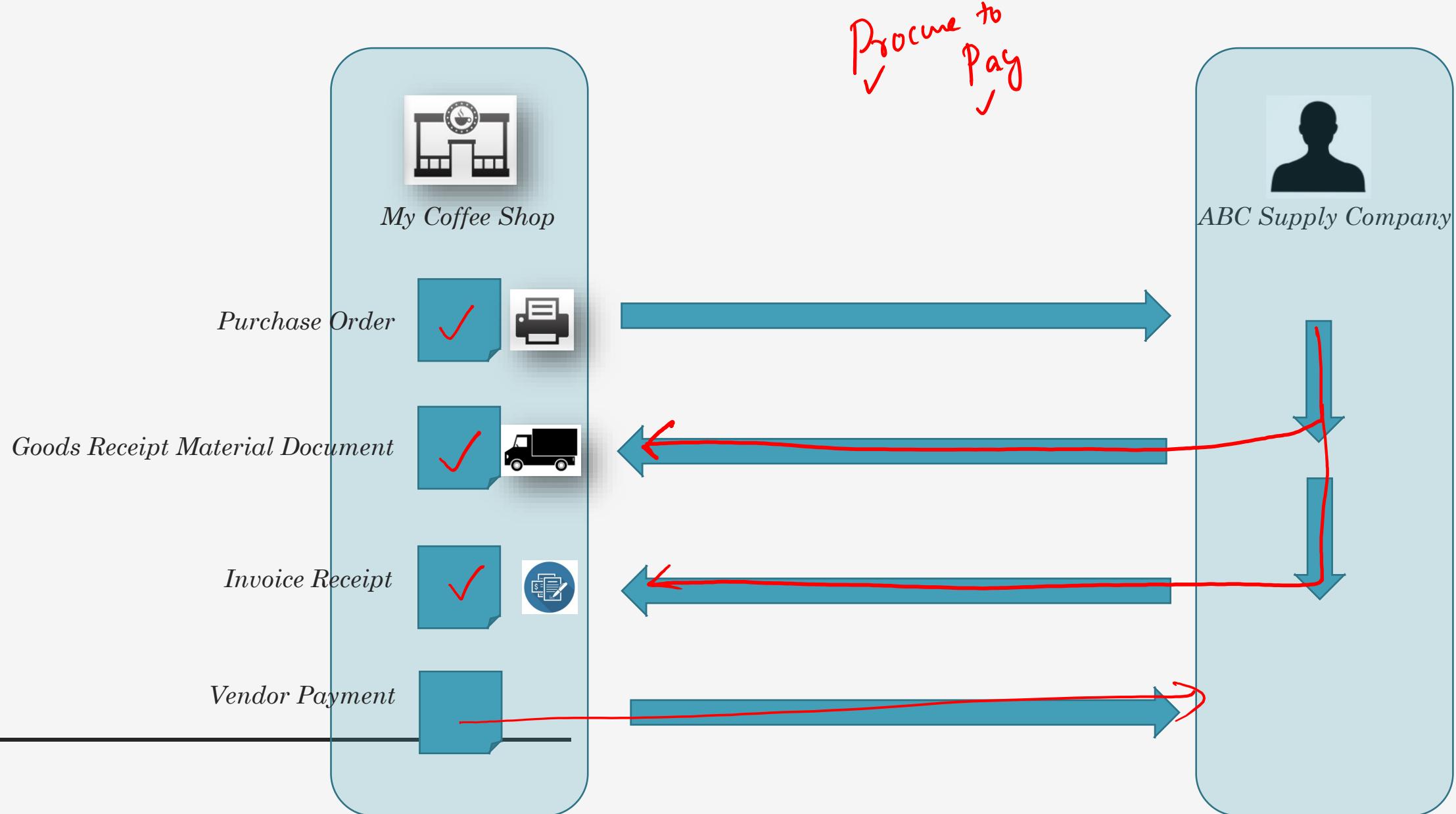


>> | ECC (1) 800 ▾

What we just did



Barebones P2P Cycle



Exercise

S. No	Question	Answer
1	<i>What is the transaction code to create a Vendor Payment ?</i>	<u>F-53</u>
2	<i>Do you have to reference the PO or Invoice to pay the vendor ?</i>	NO

Exercise

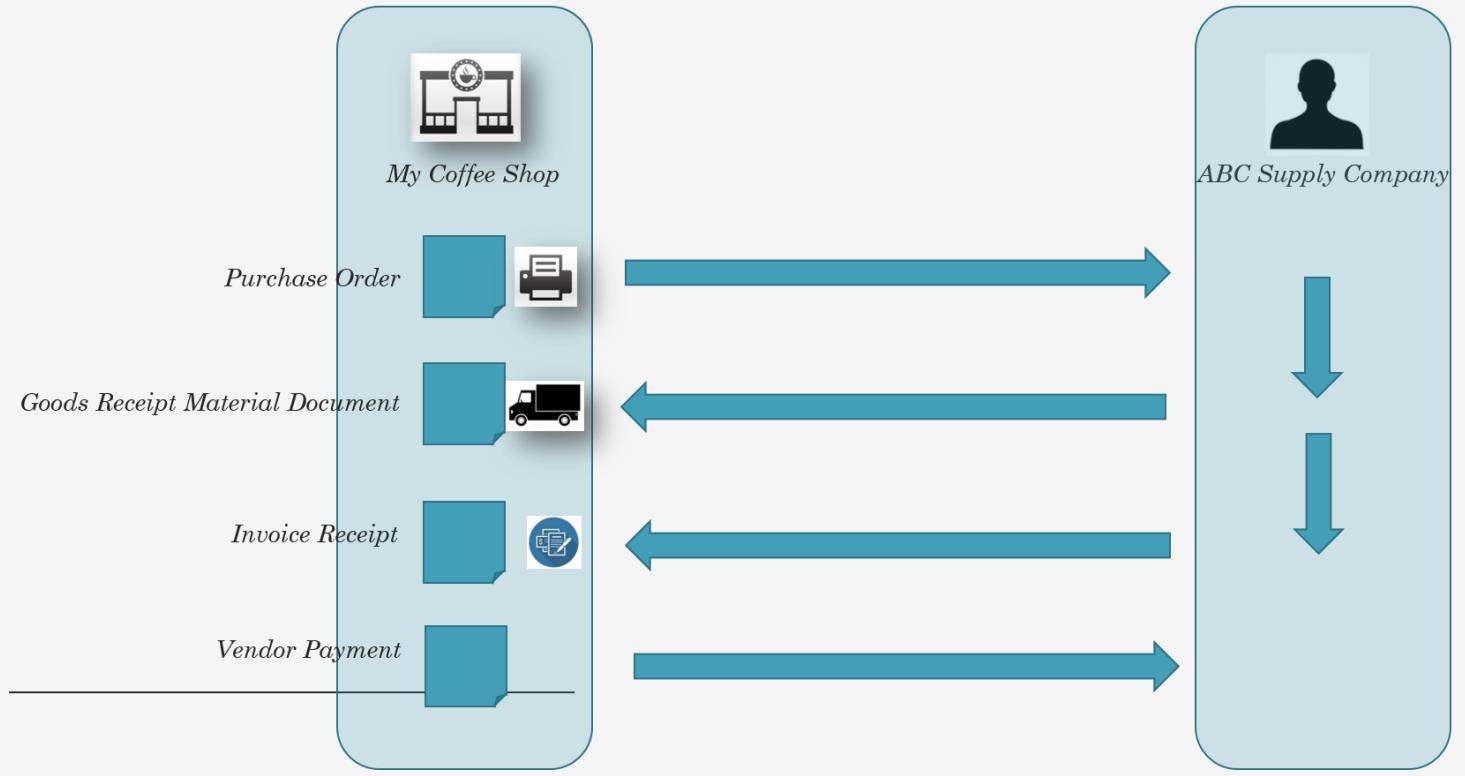
S. No	Question	Answer
3	<i>Is the Vendor Payment “Accounting” Document recorded in the PO History ?</i>	No



Summary

Barebones P2P Cycle

Barebones P2P Cycle



How to

1. create PO

- ME21N

2. receive goods

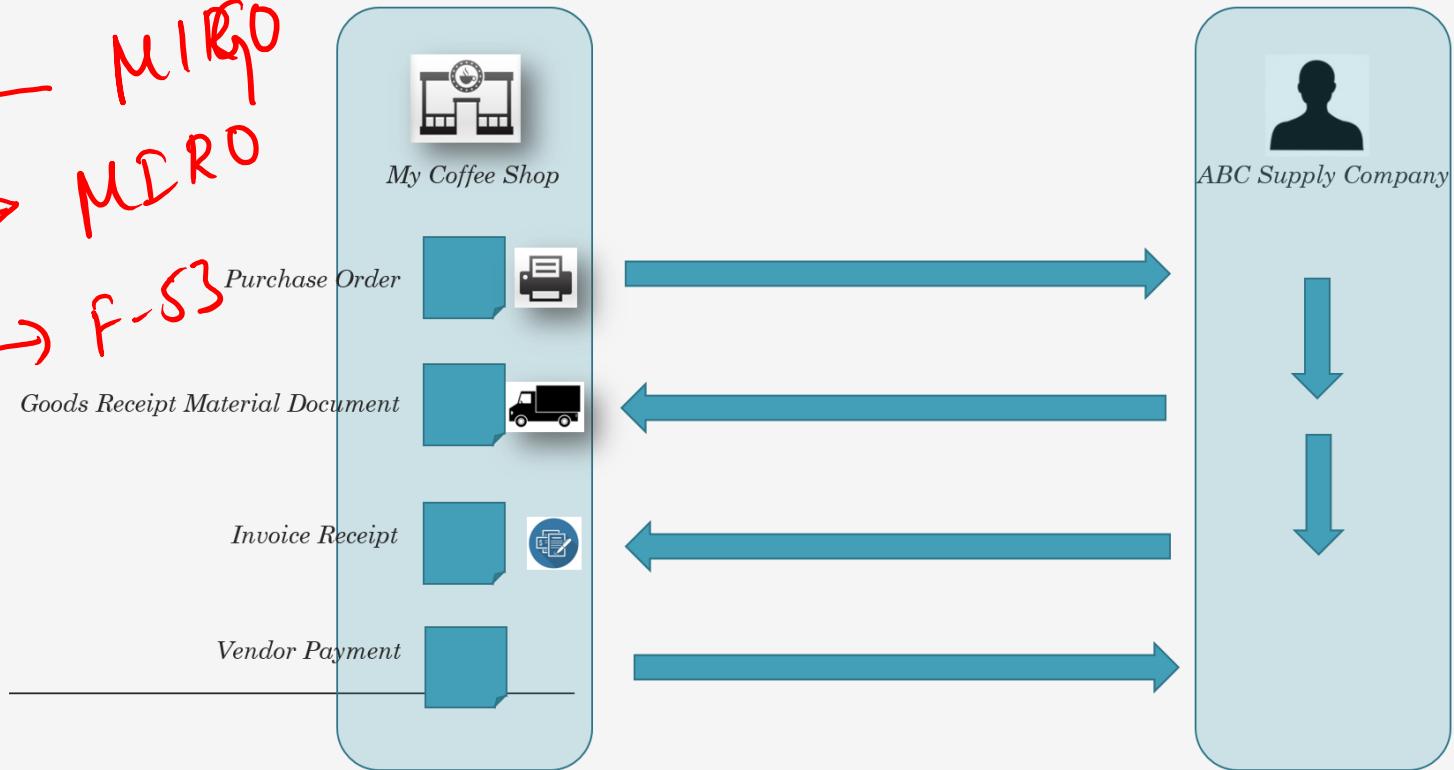
- MIGO

3. post invoice

→ MIRO

4. post payment

→ F-S3



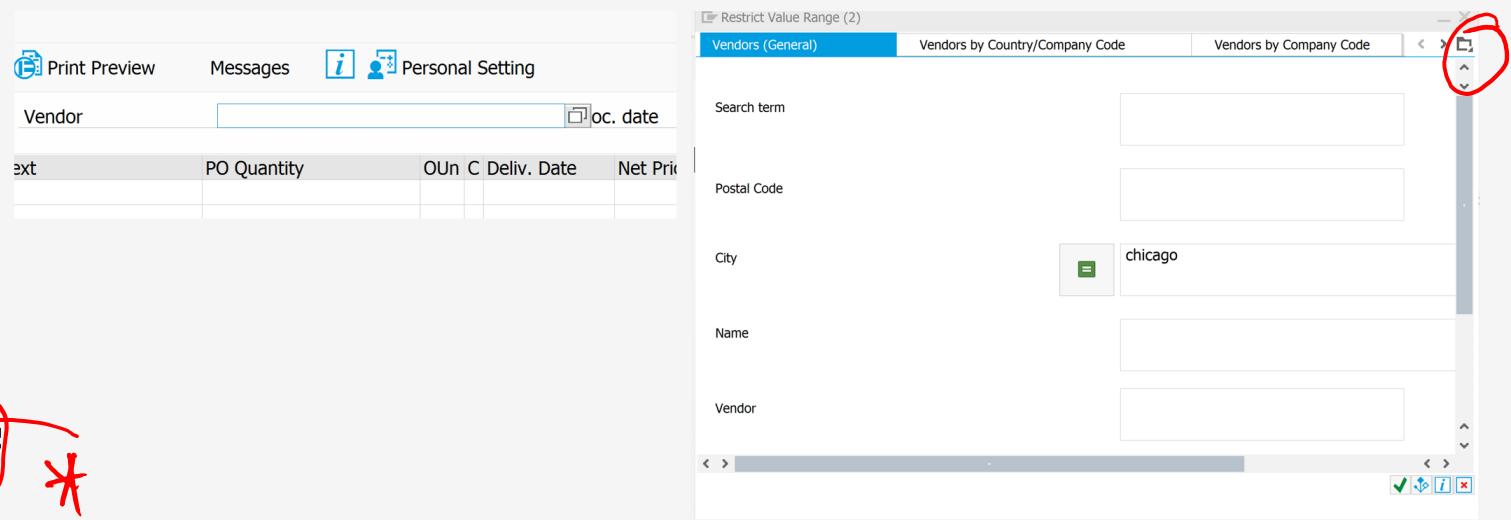
What is

- 1. Plant*
- 2. Storage Location*



What is

“Search Help”
*“Wild Card Searches” **



How to

Check Stock Levels

↳ MM BE

Stock Overview: Basic List



Selection

Material	BP-401	Flour
Material Type	ROH	Raw material
Unit of Measure	KG	Base Unit of Measure

Stock Overview



Detailed Display

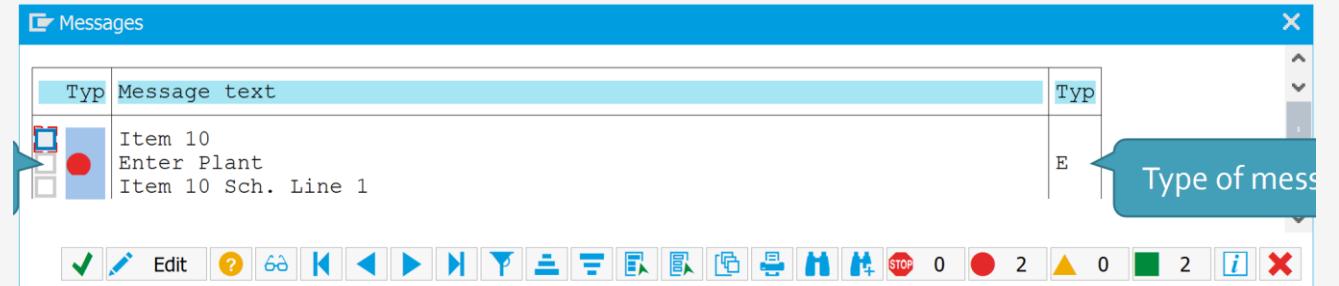
Client/Company Code/Plant/Storage Loc...	Unrestrict...	Qual. inspection	Rese...
Full	10,000		
3000 IDES US INC	10,000		
3100 Chicago	10,000		
0001 Warehouse 0001	10,000		

10 KG on stock

What are

Error Messages

Warning ✓
Error ✓



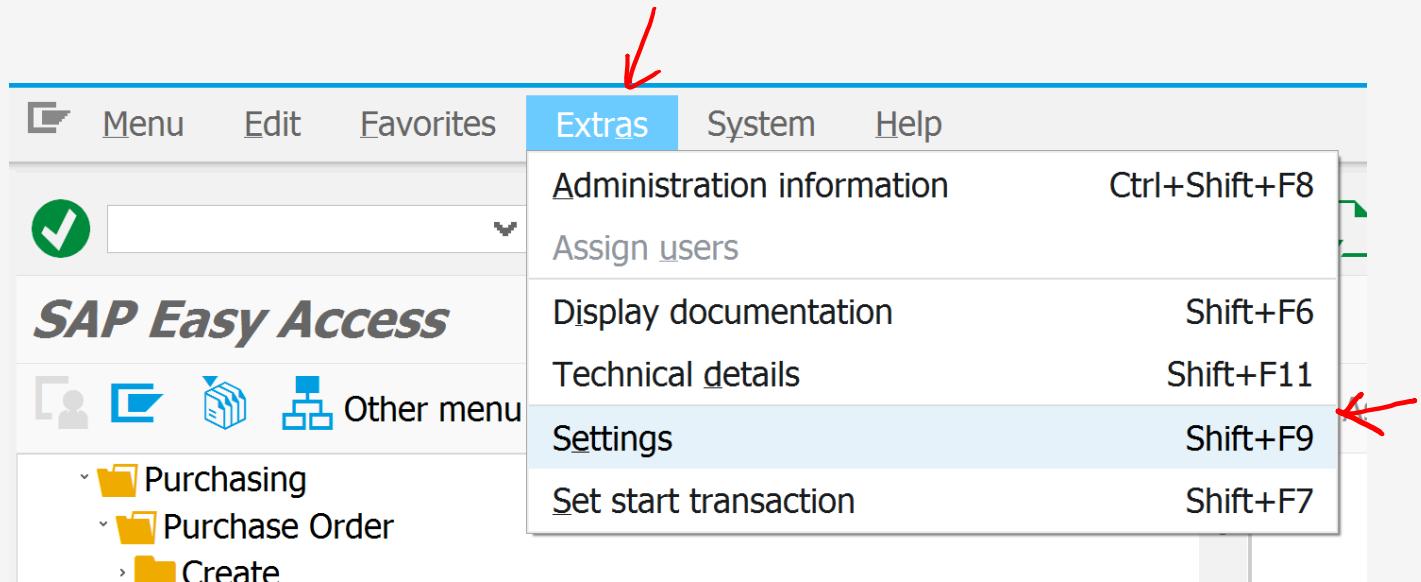
What are

Output Messages

Message Output

Purch.Doc.	Vendor	Name	1	PGr	Doc.	Date	
Msg.	Lng	Role	Created on	Time	N	User Name	Output Device
4500017177	1222	ABC	Supply Company		300	30.01.2016	
NEU	EN	LF	31.01.2016	01:01:43	3	SIVA	LP01

What are Transaction Codes



What are

Posting Periods

→ MM PV
→ PBS2

L100 S	L444444444444 L	L000 C 12	L0008 13
3000 +	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13
3000 A	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13
3000 D	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13
3000 K	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13
3000 S	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13
2010 .	Z Z Z Z Z Z Z Z Z Z Z Z 1	2005 12	2016 13