

SAP Accounts Payable - Quick Reference Guide

Non Purchase Order Invoice		
Transaction Code	Description	Comment
FB60	Enter Manual Invoice	Enter Basic non PO Invoice
FB02	Document change	Change limited fields i.e. text & payment terms, blocking
FB03	Document display	Display a posted AP Invoice document
FB08	Document reverse	Cancel / Reverse a basic non PO Invoice i.e. error correction
Purchase Order Invoice		
Transaction Code	Description	Comment
ME23N	Display Purchase Order	Review Invoice related fields
MIRO	Automatic Invoice (for Purchase Order)	Enter invoice 3 way matched to a PO
MR8M	Cancel (reverse PO invoice)	Cancel / Reverse a PO matched Invoice i.e. error correction
MIR4	Display Invoice	Display a PO linked Invoice
MIR5	Display List of Invoices	Display a List of PO linked Invoices
Basic Accounts Payable Reports		
Transaction Code	Description	Comment
FK10N	Vendor a/c balance	Display a Vendor Summary Account balance
FBL1N	Vendor line items	Drill down & analyze Vendor open & cleared invoices
S_ALR_87012078	Due date analysis for open opens	Age Analysis Report - view open Invoices in "Age Buckets"
Manual Payments & Clearing Open Items		
Transaction Code	Description	Comment
F-53	Manual Outgoing Payment	Post a manual payment
F-44	Clear Vendor Open Items (matching)	clear / match vendor open items (no journal posted)
Automated Mass Payment Run		
Transaction Code	Description	Comment
F110	Automatic Payment Run	Create Payment Proposal, Execute Payment run, integration via Bank