# Exercise 31: Post a Goods Receipt for a Purchase Order

## Post the Goods Receipt

Follow this menu path:

**Logistics** **→ Material Management → Purchasing → Purchase Order → Follow-On Functions → Goods Receipt**

Enter the following data:

|  |  |
| --- | --- |
| Trans/Event (the dropdown under Hide Overview) | Goods Receipt |
| Reference Document (next to the Trans/Event dropdown) | Purchase Order |
| Purchase Order | Enter or search for your purchase order. You can search by the material or by the vendor. |

Before hitting enter, make sure the field to the right of the purchase order field is empty.

Click or hit Enter.

If the first item is blue, then close the detail section at the bottom of the screen.

Enter the following data:

|  |  |
| --- | --- |
| OK | Check OK for both items |
| SLoc | RM00 for the stock item |

|  |  |
| --- | --- |
| Why don’t you have to enter a storage location for the second item? |  |

Click Post.

Enter the following data:

|  |  |
| --- | --- |
| Trans/Event (the dropdown under Hide Overview) | Display |
| Reference Document (next to the Trans/Event dropdown) | Changes to Material Document automatically |
| Material Document | Fills in automatically |

Click or hit Enter.

This is the Material Document that documents the Goods Receipt.

Open the Detail section near the Detail Data near the bottom of the screen and click on the Where tab.

Click the Stock Overview icon.

|  |  |
| --- | --- |
| What is the stock type of the items in inventory? |  |

Click back to return to Display Material Document.

Click the Doc. Info tab near the top of the screen.

Click FI Documents.

Double-click the Accounting Document.

|  |  |
| --- | --- |
| Which account received the credit? |  |

Click back then double click the Controlling document.

|  |  |
| --- | --- |
| What controlling object received the posting? |  |
| Was the posting a debit or credit? |  |

Click Back and click Yes then double-click the Material Ledger.

|  |  |
| --- | --- |
| Where is the Value Chg. reflected for the material? |  |

## Run an Internal Order Report

Follow this menu path:

**Accounting → Controlling → Internal Orders → Information Systems → Reports for Internal Orders → Plan/Actual Comparisons → Additional Key Figures → Orders: Actual/Plan/Commitments**

Enter the following data:

|  |  |
| --- | --- |
| Controlling Area | NA00 |
| Fiscal Year | Current year |
| From Period | 1 |
| To Period | 12 |
| Plan Version | 0 |

In the Selection groups section enter the following data:

|  |  |
| --- | --- |
| Or values(s) under Order Group | The order number you created in Exercise 19 |

Click Execute.

|  |  |
| --- | --- |
| What happened to the commitment? |  |