

## **Table of Contents**

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| <b>Managing Your Favorites</b>                                          | <b>3</b>  |
| Adding Favorites                                                        | 3         |
| Inserting Folders                                                       | 7         |
| Change Favorite Text                                                    | 9         |
| Inserting Web pages                                                     | 11        |
| Adding Files                                                            | 13        |
| <b>Editing Options</b>                                                  | <b>16</b> |
| <b>The Business Workplace</b>                                           | <b>18</b> |
| Purpose                                                                 | 18        |
| <b>Accounts Payable Overview</b>                                        | <b>25</b> |
| <b>Direct Invoices – Vendors</b>                                        | <b>26</b> |
| <b>Credit Memos</b>                                                     | <b>36</b> |
| <b>Display Documents</b>                                                | <b>45</b> |
| <b>Change Documents</b>                                                 | <b>47</b> |
| <b>Display Document Changes</b>                                         | <b>49</b> |
| <b>Park Documents</b>                                                   | <b>51</b> |
| <b>Change Parked Documents</b>                                          | <b>52</b> |
| <b>Change Parked Documents Header</b>                                   | <b>57</b> |
| <b>Display Parked Documents</b>                                         | <b>61</b> |
| <b>Display Changes to Parked Documents</b>                              | <b>62</b> |
| <b>Delete Parked Documents</b>                                          | <b>63</b> |
| <b>Post Parked Documents</b>                                            | <b>64</b> |
| <b>Reversal of Individual Documents</b>                                 | <b>66</b> |
| <b>Three-way Match Overview</b>                                         | <b>68</b> |
| <b>STEP 2 - Three Way Match Process: Goods Receipt</b>                  | <b>71</b> |
| Partial Receipts                                                        | 75        |
| Change Goods Receipt                                                    | 79        |
| Display Goods Receipt                                                   | 84        |
| Reverse (Cancel) Goods Receipt                                          | 89        |
| Goods Return                                                            | 92        |
| <b>STEP 3 - Three Way Match Process: Logistics Invoice Verification</b> | <b>95</b> |

## **Beginner Accounts Payable**

---

|                                                          |            |
|----------------------------------------------------------|------------|
| Invoices where prices vary from that of PO price         | 106        |
| Unplanned Delivery Costs (Freight)                       | 107        |
| Planned Freight Billed in Separate Invoice               | 108        |
| Planned Freight Billed by Third Party Vendor             | 112        |
| Credit Memo after MIRO invoice                           | 115        |
| Subsequent Credit Posting to MIRO                        | 119        |
| Subsequent Debit Posting to MIRO                         | 123        |
| Other Features to Posting MIRO Invoices                  | 127        |
| Display Invoice Verification Documents                   | 131        |
| Reversal of Individual Logistics Invoice Documents       | 134        |
| <b>Analysis of GR/IR &amp; Freight Clearing Accounts</b> | <b>139</b> |
| Correct the GR/IR & Freight Clearing Accounts            | 145        |
| <b>Manually Clear Vendor Line Items</b>                  | <b>149</b> |
| <b>Reset Vendor Cleared Items</b>                        | <b>153</b> |

## Managing Your Favorites

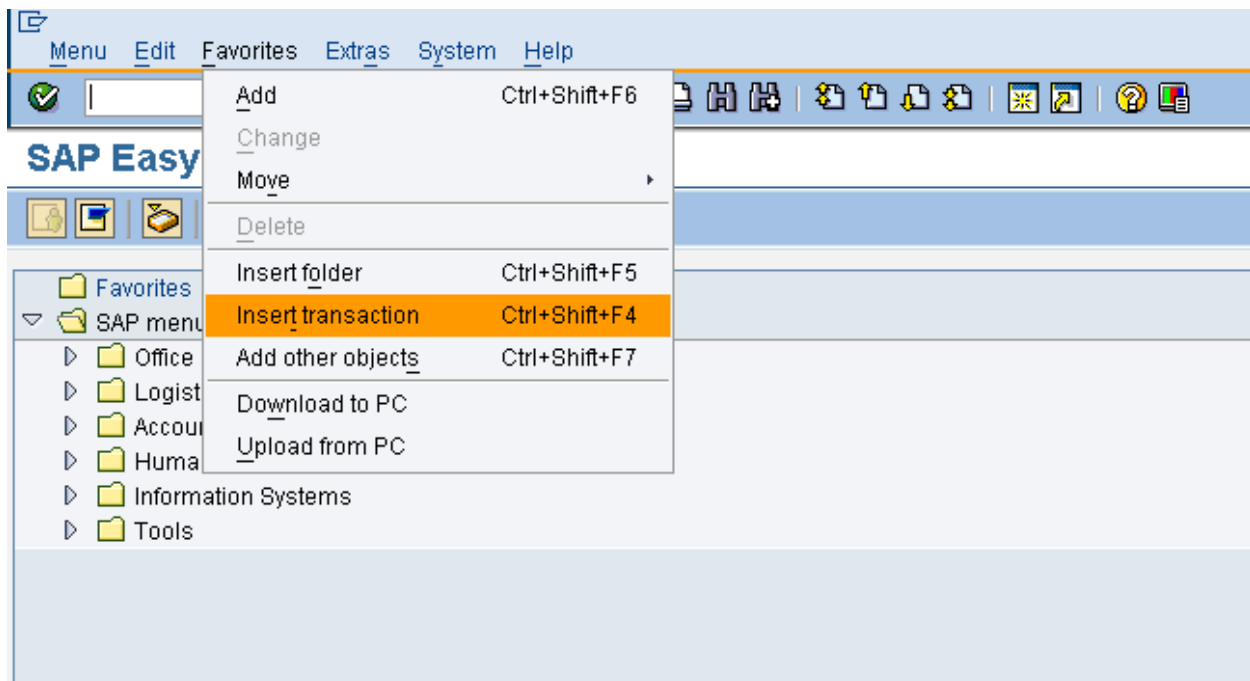
### Adding Favorites

One of the more productive ways of working within SAP is to use the Favorites procedure. Generally a user processes the same T-codes over and over. SAP has a built-in method of gathering all of these procedures into one area labeled Favorites. This allows the user to find their T-code easily without looking for it in the menus or memorizing it.

There are different methods on adding favorites to the user ID. The user can choose which method they feel comfortable using.

#### 1) Insert Transaction

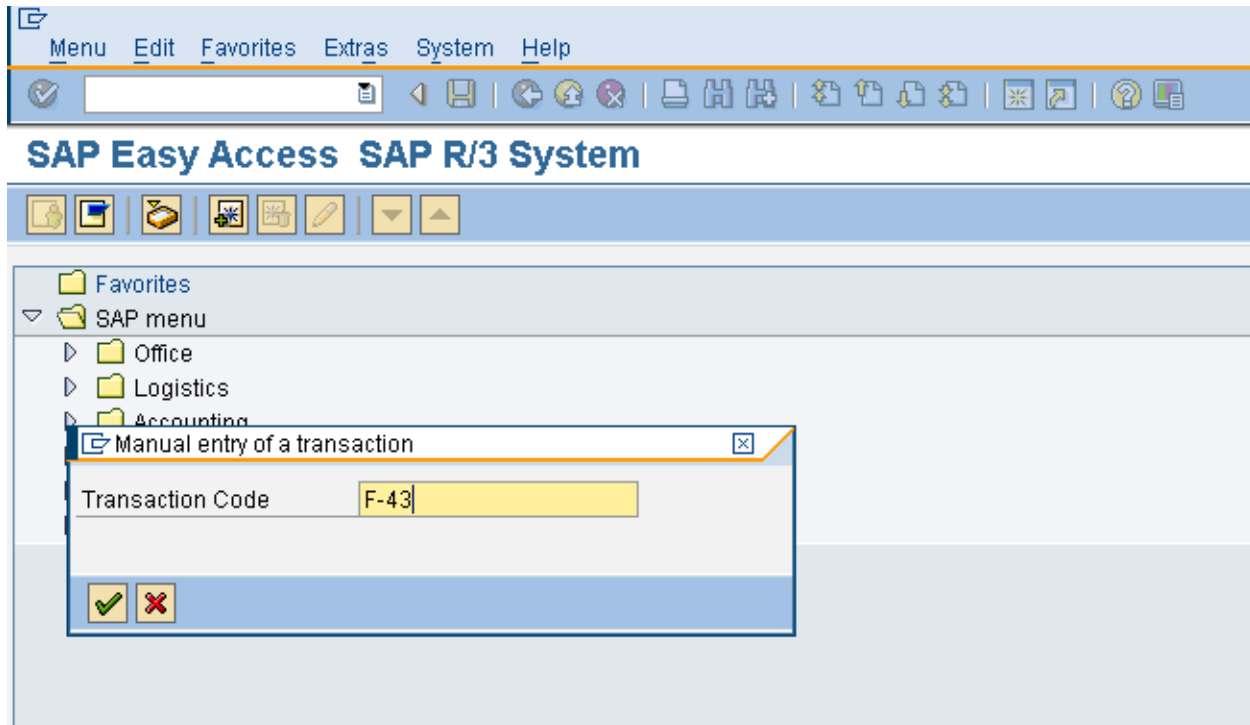
On the main menu in SAP click on Favorites>Insert Transaction



## Beginner Accounts Payable

---

Enter the T-code and then click on the green check mark.



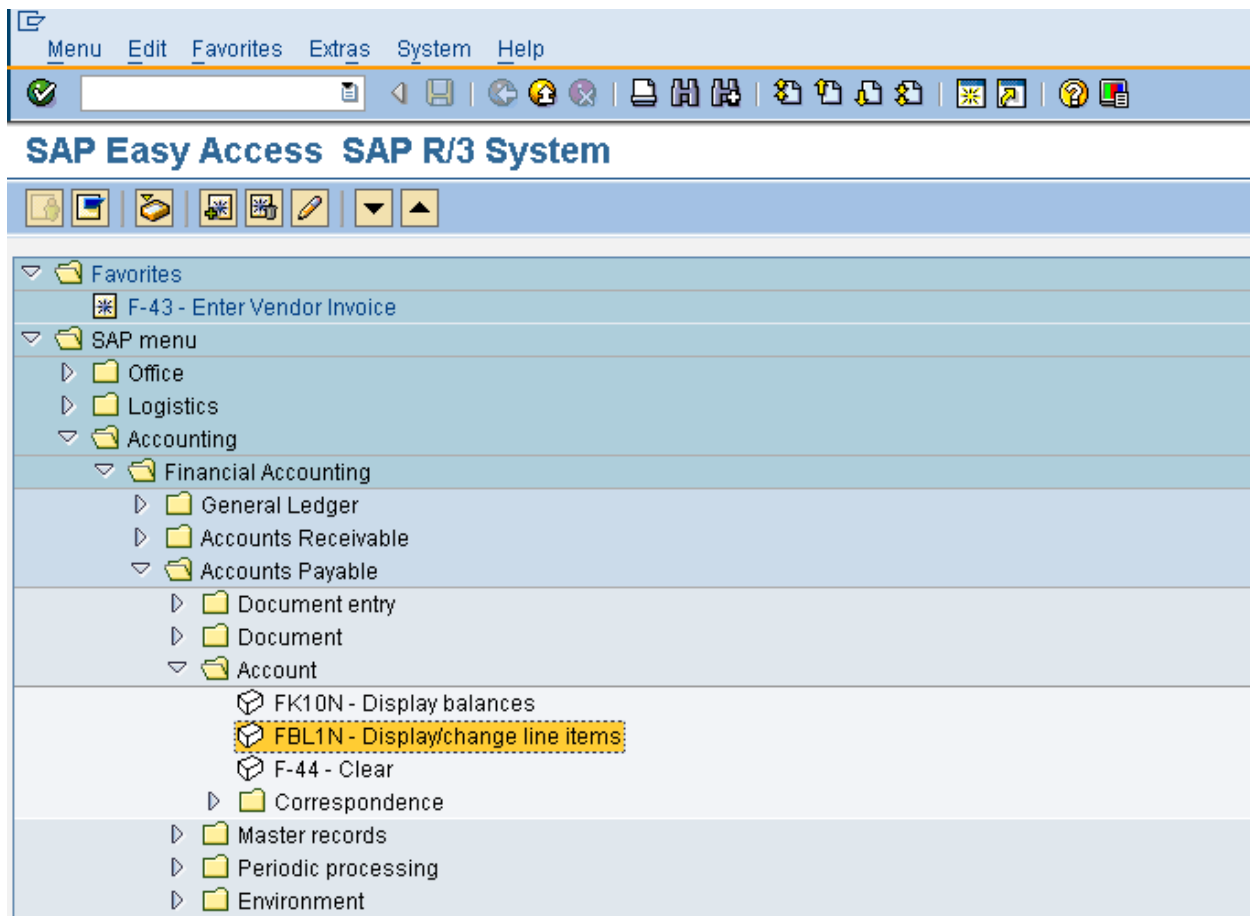
Continue with this process to add more T-codes.

For Accounts Payable technicians, the following T-codes are recommended:

|       |                                                    |
|-------|----------------------------------------------------|
| F-43  | Enter Vendor Invoice                               |
| F-41  | Enter Vendor Credit Memo                           |
| FB08  | Reverse Document                                   |
| MB01  | Enter Goods Receipt (part of 3 Way Match Process)  |
| MB03  | Display Goods Receipt                              |
| MIRO  | Enter Vendor Invoice (part of 3 Way Match Process) |
| FBL1N | Display Vendor Line Items                          |
| F.98  | Accounts Payable Reports                           |
| F110  | Check Run – Multiple checks                        |
| F-58  | Hot Check                                          |
| FCHN  | Display Check Register                             |

## 2) Drag and Drop

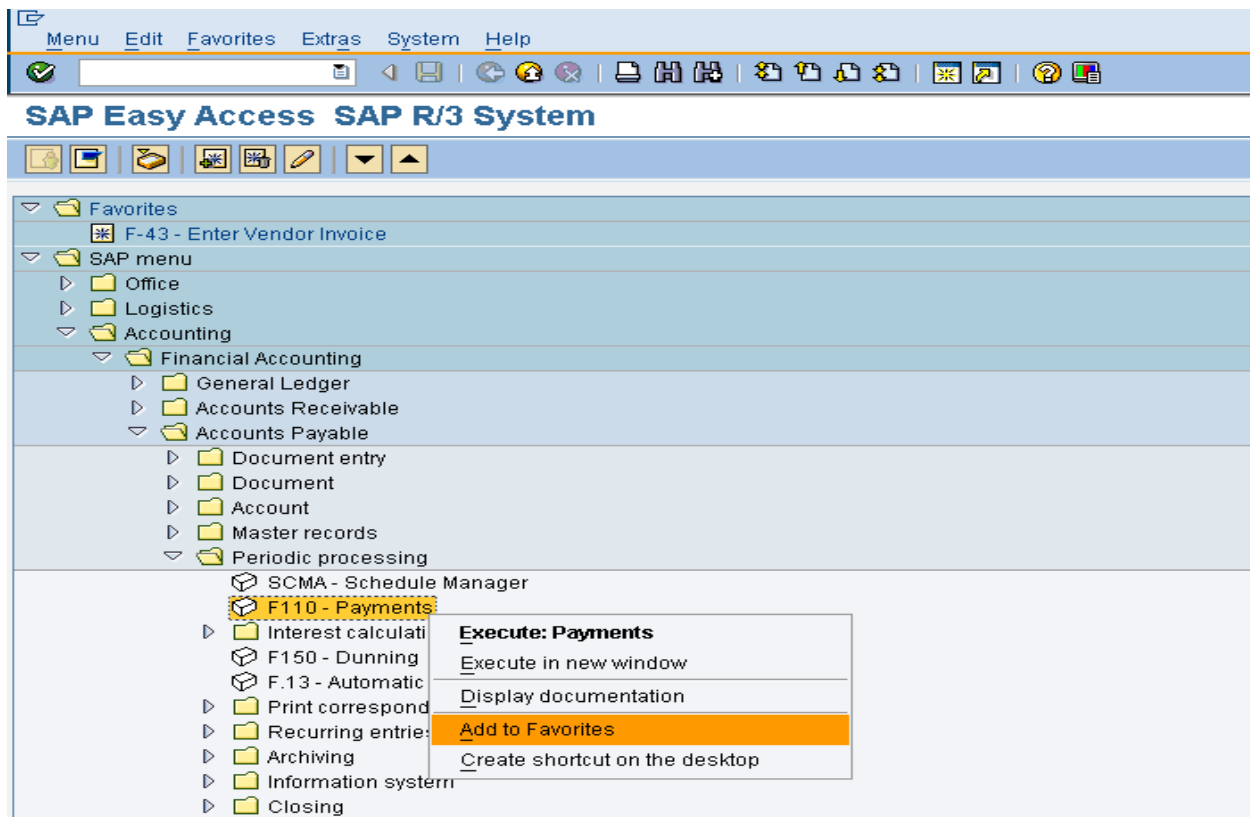
If the user finds a T-code in a menu, it can be added by dragging and dropping it under the Favorites folder.



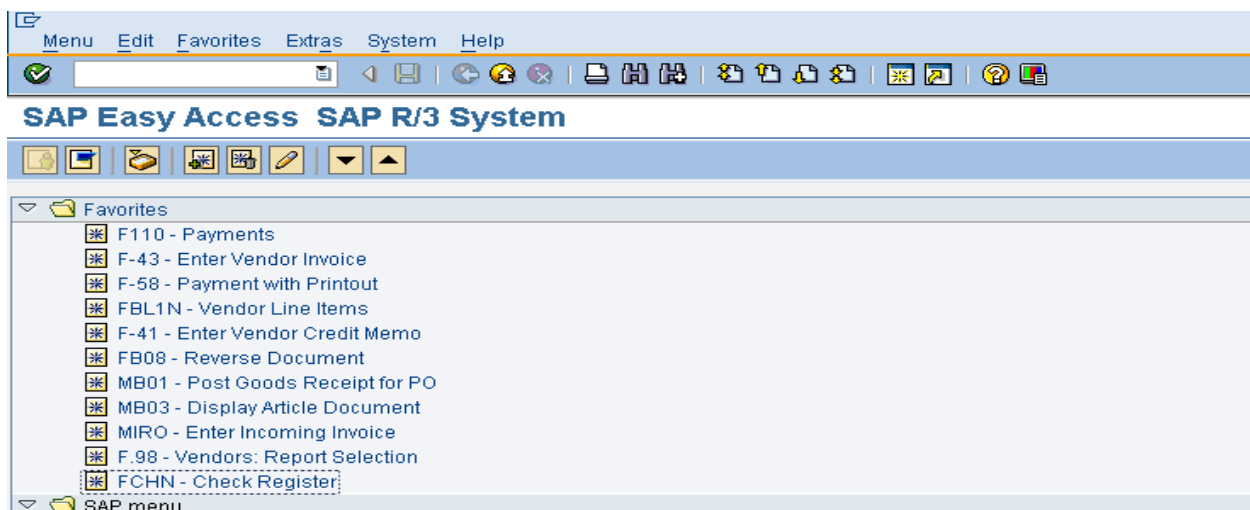
## Beginner Accounts Payable

### 3) Add Manually

If the user finds a T-code in a menu, it can be added by highlighting and clicking on the right mouse button. Then click 'Add to favorites'.

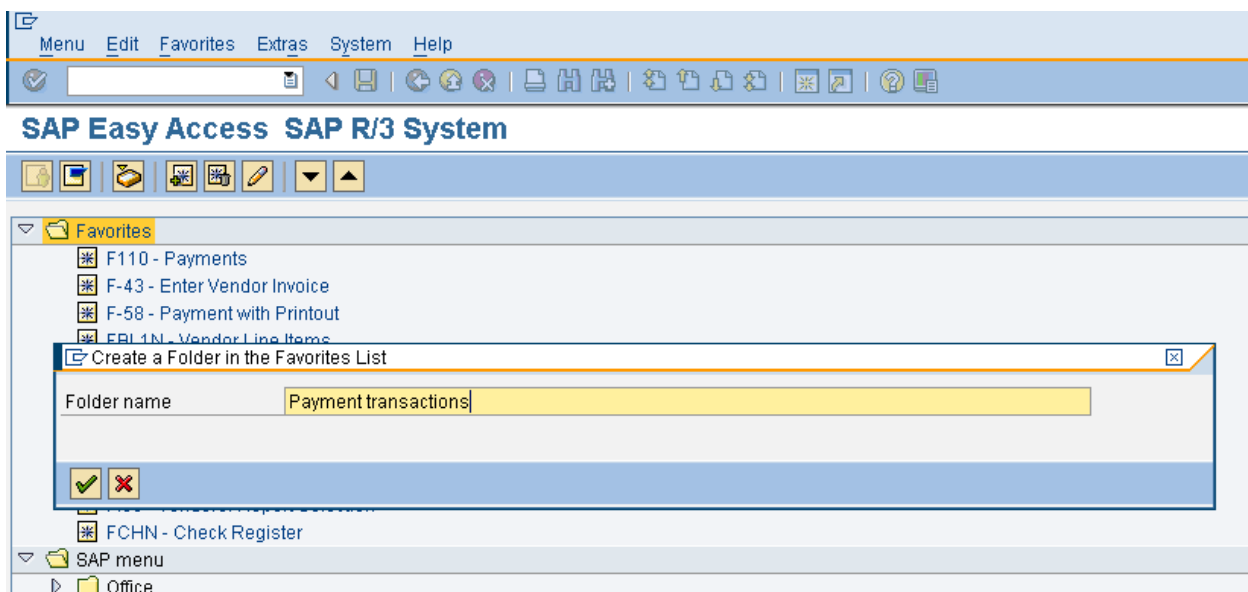
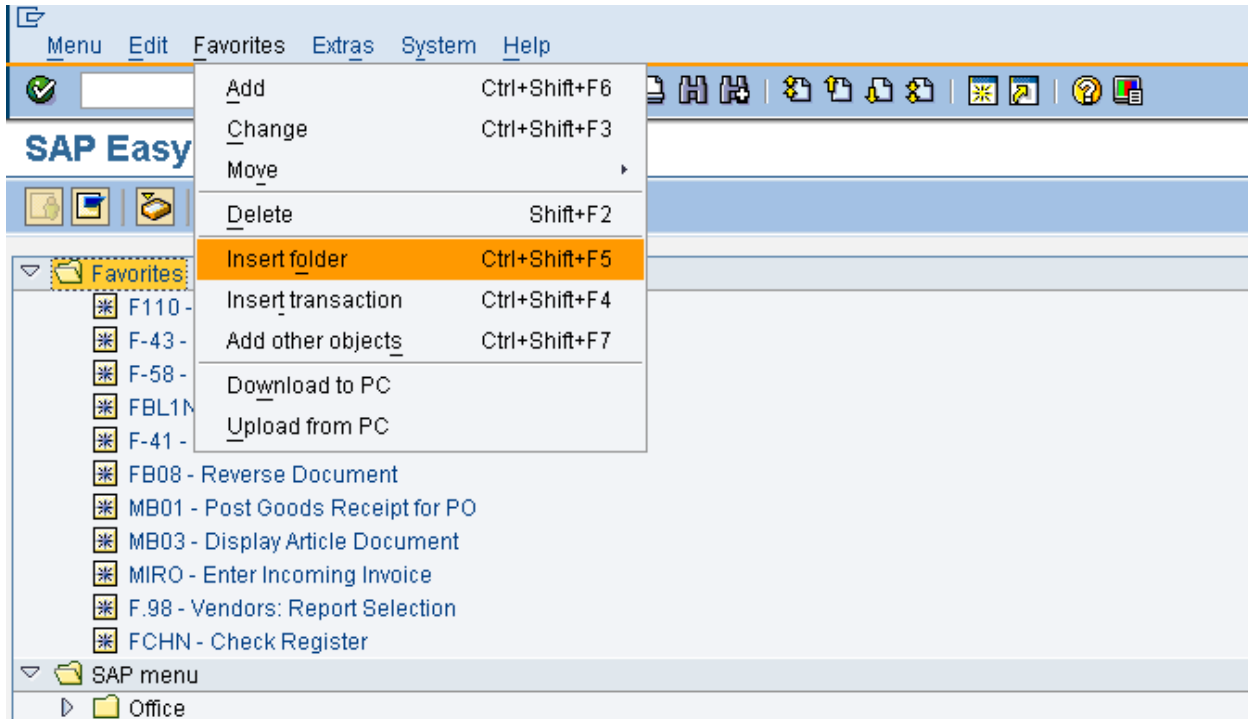


Once the favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.



## Inserting Folders

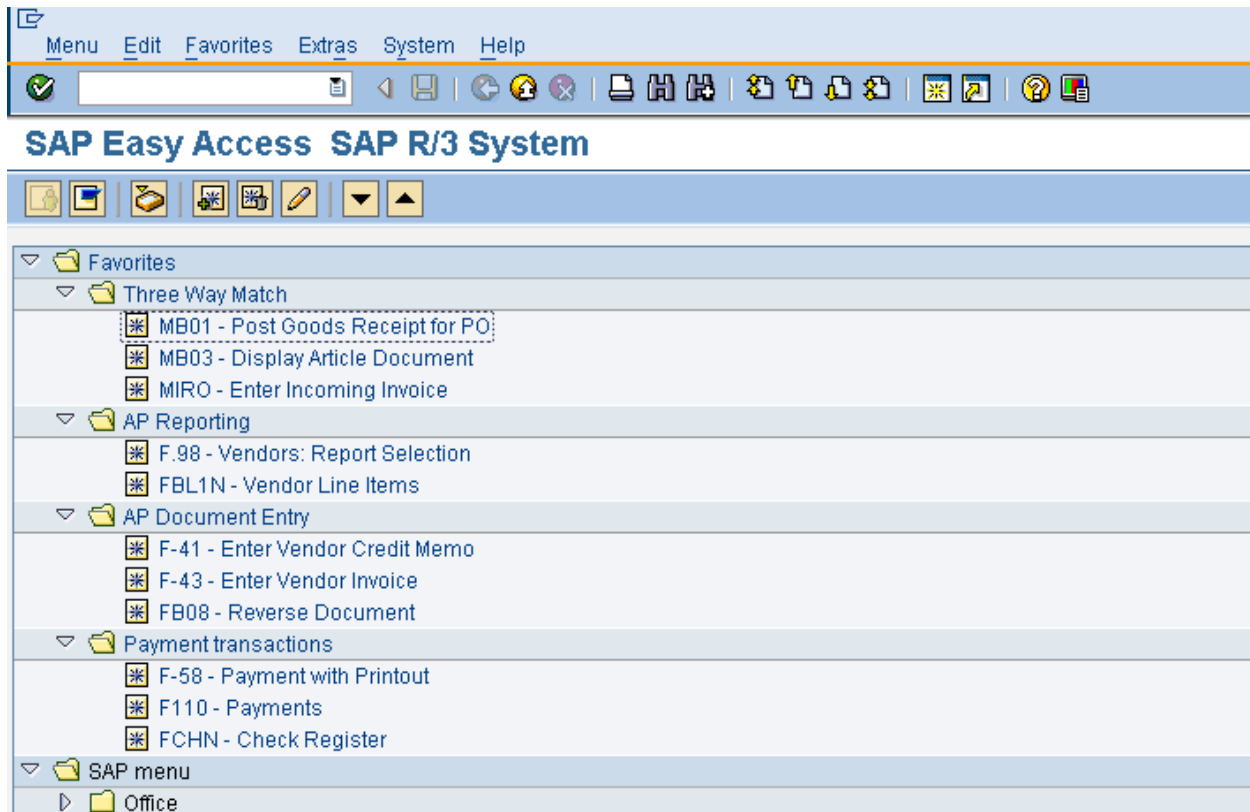
If a user has several T-codes, folders can be added to organize. This is up to the user. Folders do not have to be created. To add a folder, click on Favorites>Insert folder. The user can then drag and drop the T-codes into the appropriate folders.



## Beginner Accounts Payable

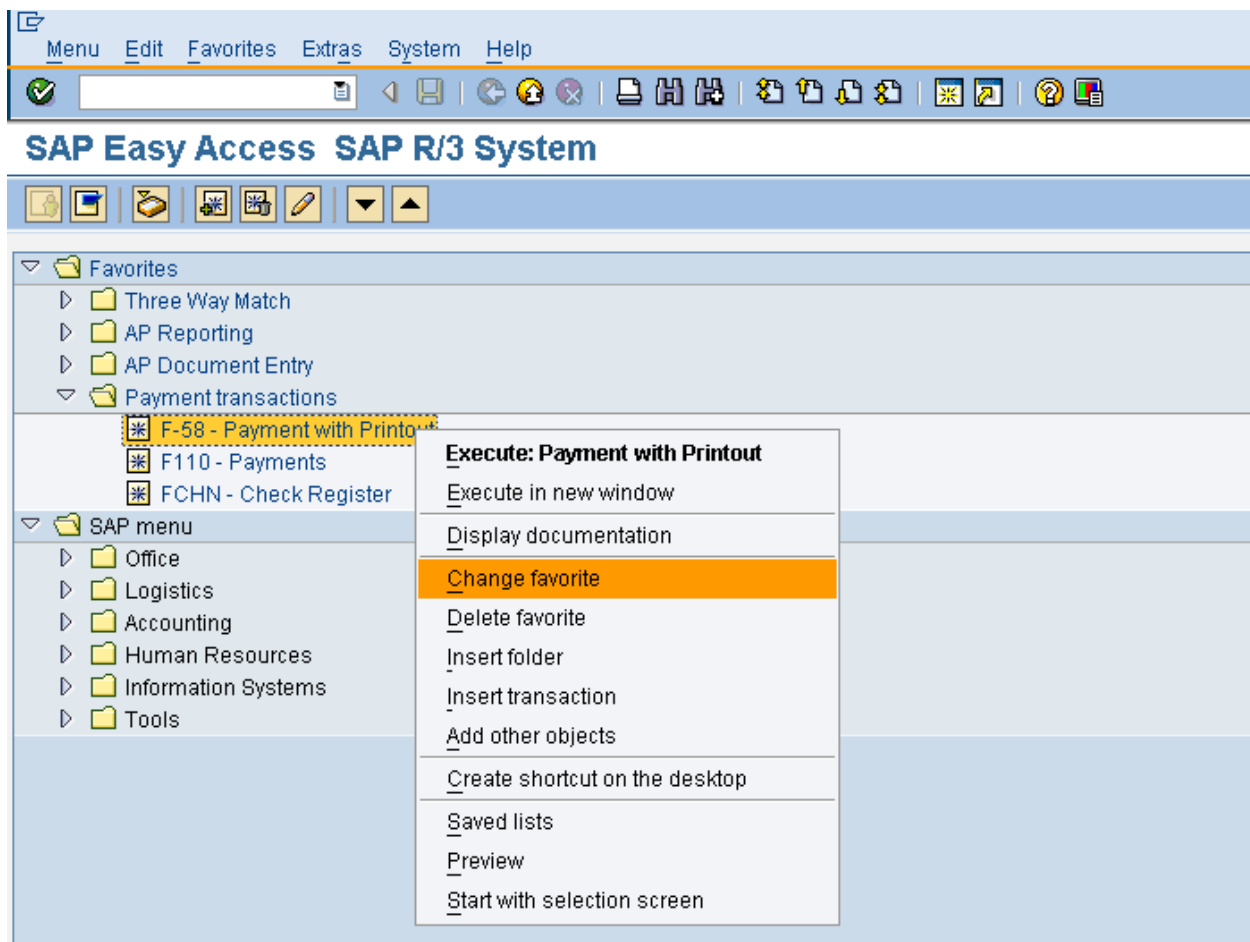
---

After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.



## Change Favorite Text

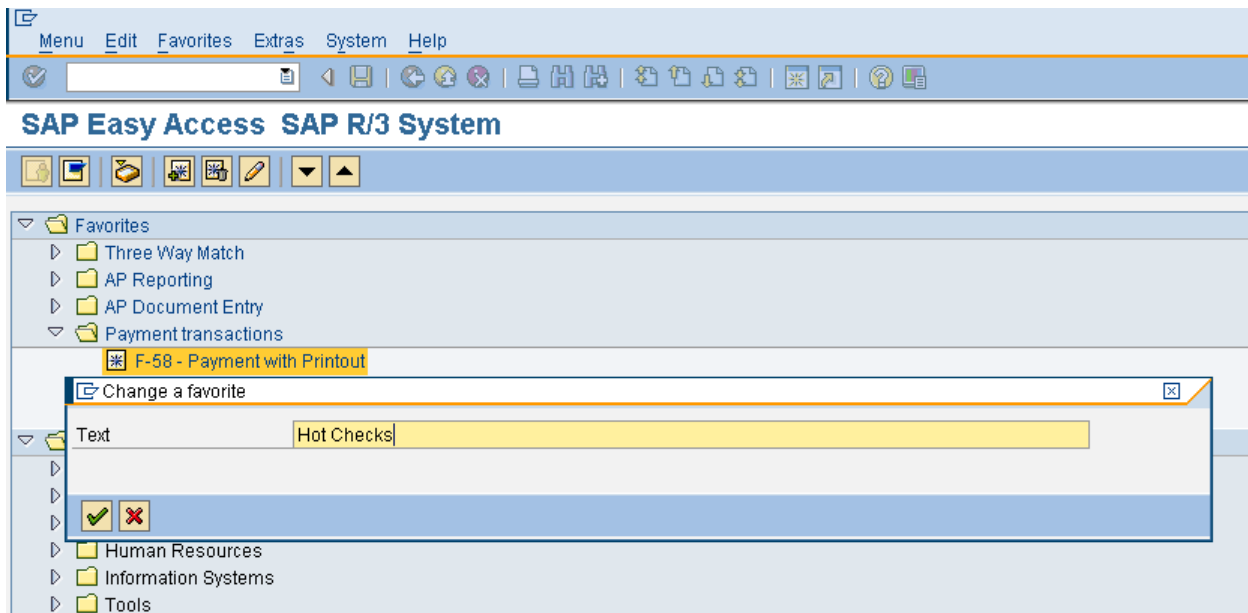
The description for the T-code may or may not make sense to the user. This description can be changed to make more sense. For example, F-58 T-code says Payment with Printout. To most users, the title 'Hot Checks' might make more sense. To change a favorites description, single click on the favorite to highlight it. Right mouse click and change the description.



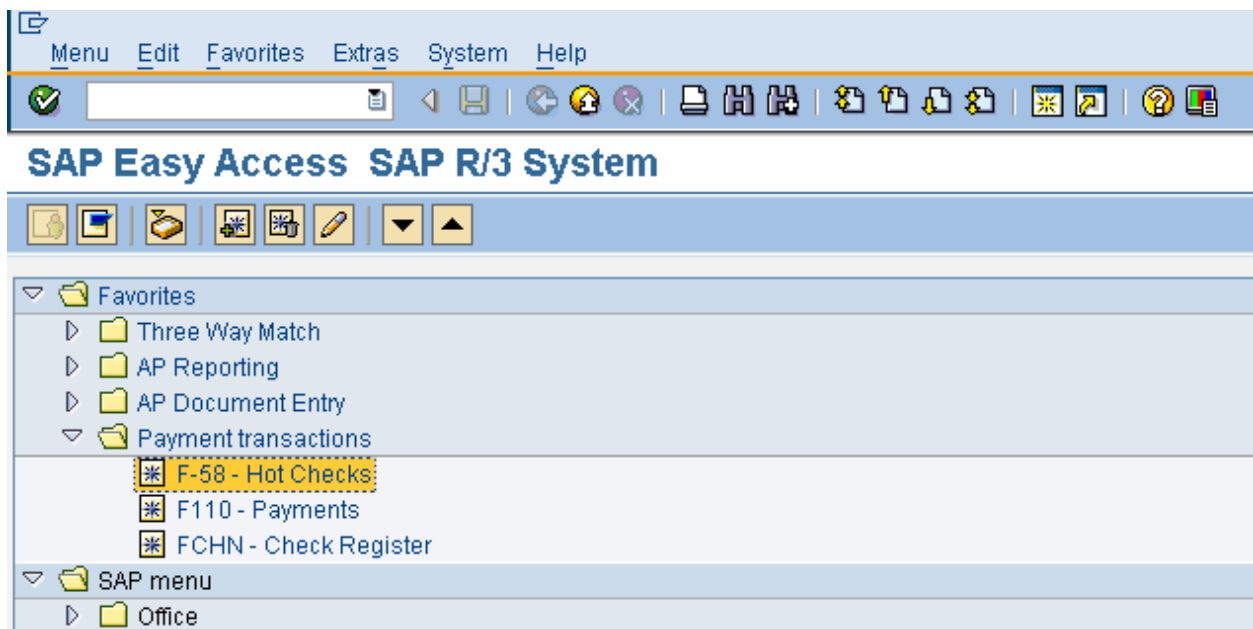
## Beginner Accounts Payable

---

Enter a text that is more meaningful.

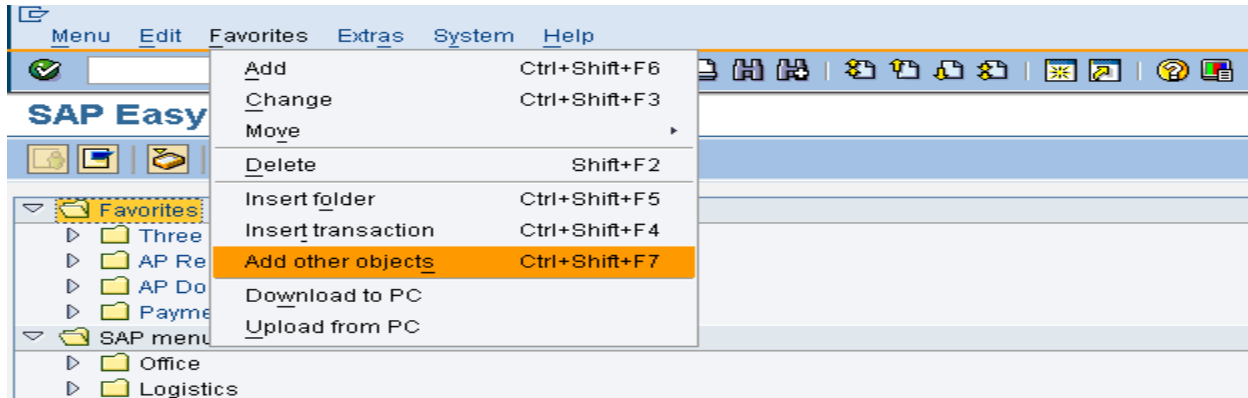


The text will change.

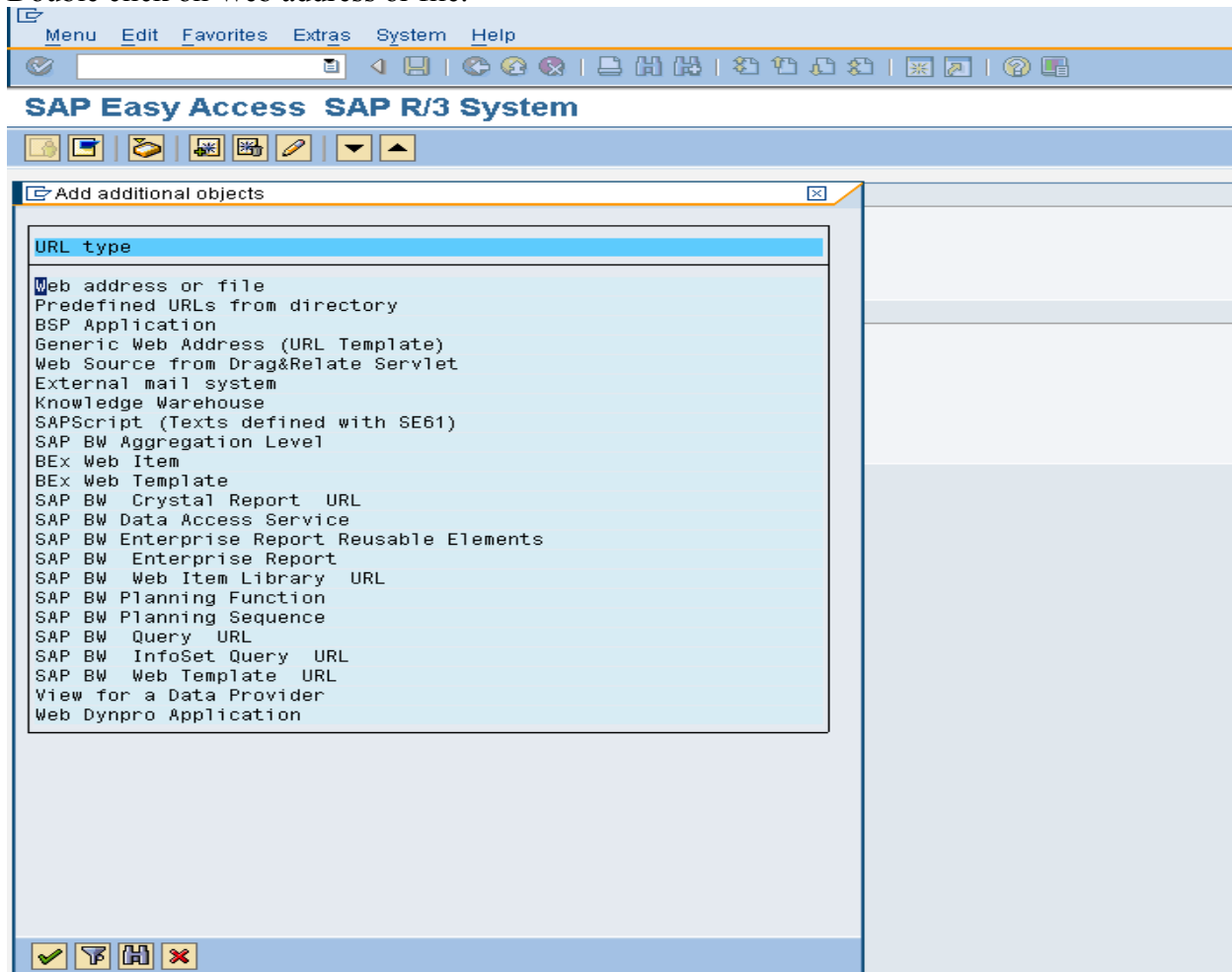


## Inserting Web pages

There are several web pages that users have to refer to while conducting their job. SAP allows URL addresses to be added as favorites. Highlight the folder that the URL address should go under and click on Favorites>Add other objects.



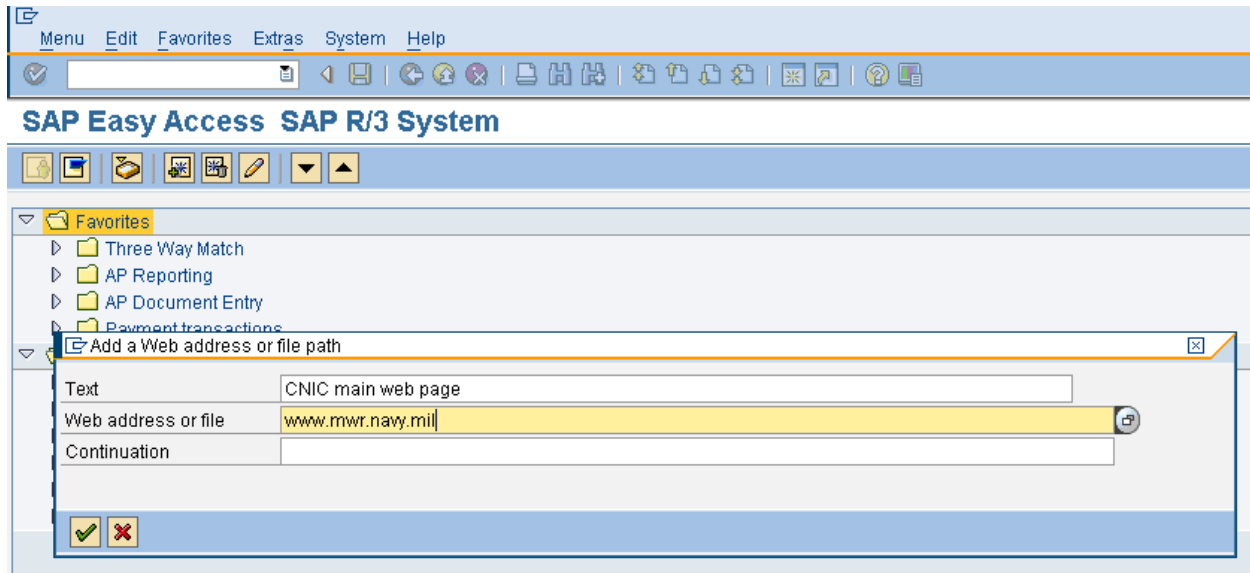
Double click on Web address or file.



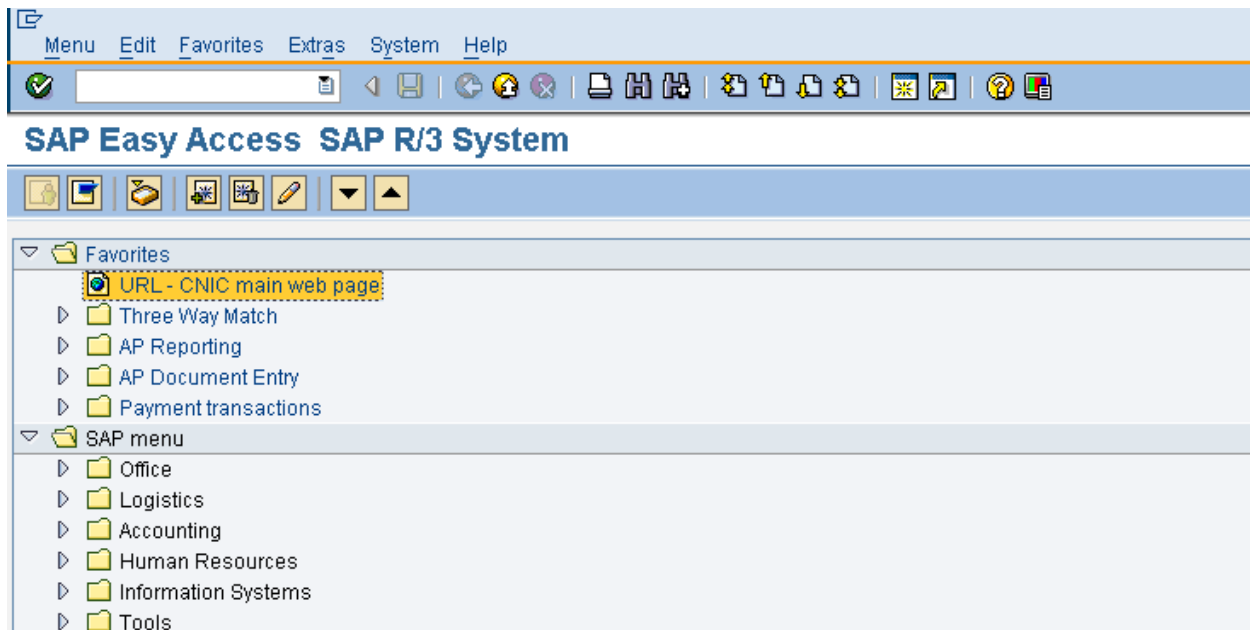
## Beginner Accounts Payable

---

Enter the text and web address.



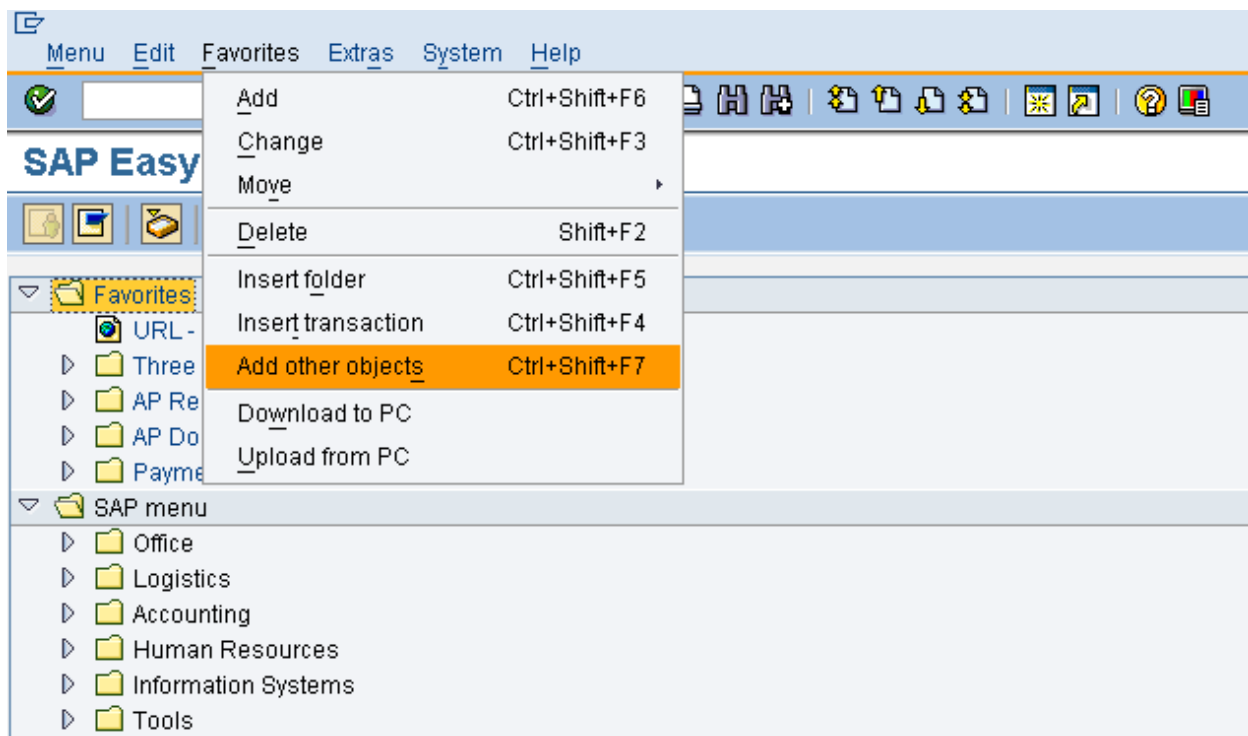
The web address will appear in the favorites and can be executed without exiting SAP.



## Adding Files

Files can also be added to the favorites. Any Microsoft product (Excel, Word or Powerpoint) can be added. The file can only be accessed when the drive associated to it is available. For example, if a file from the local C drive is added, it will only be available when logged on to that machine. If a file has been added from a shared drive, the file will be available as long as the computer has access to the shared drive.

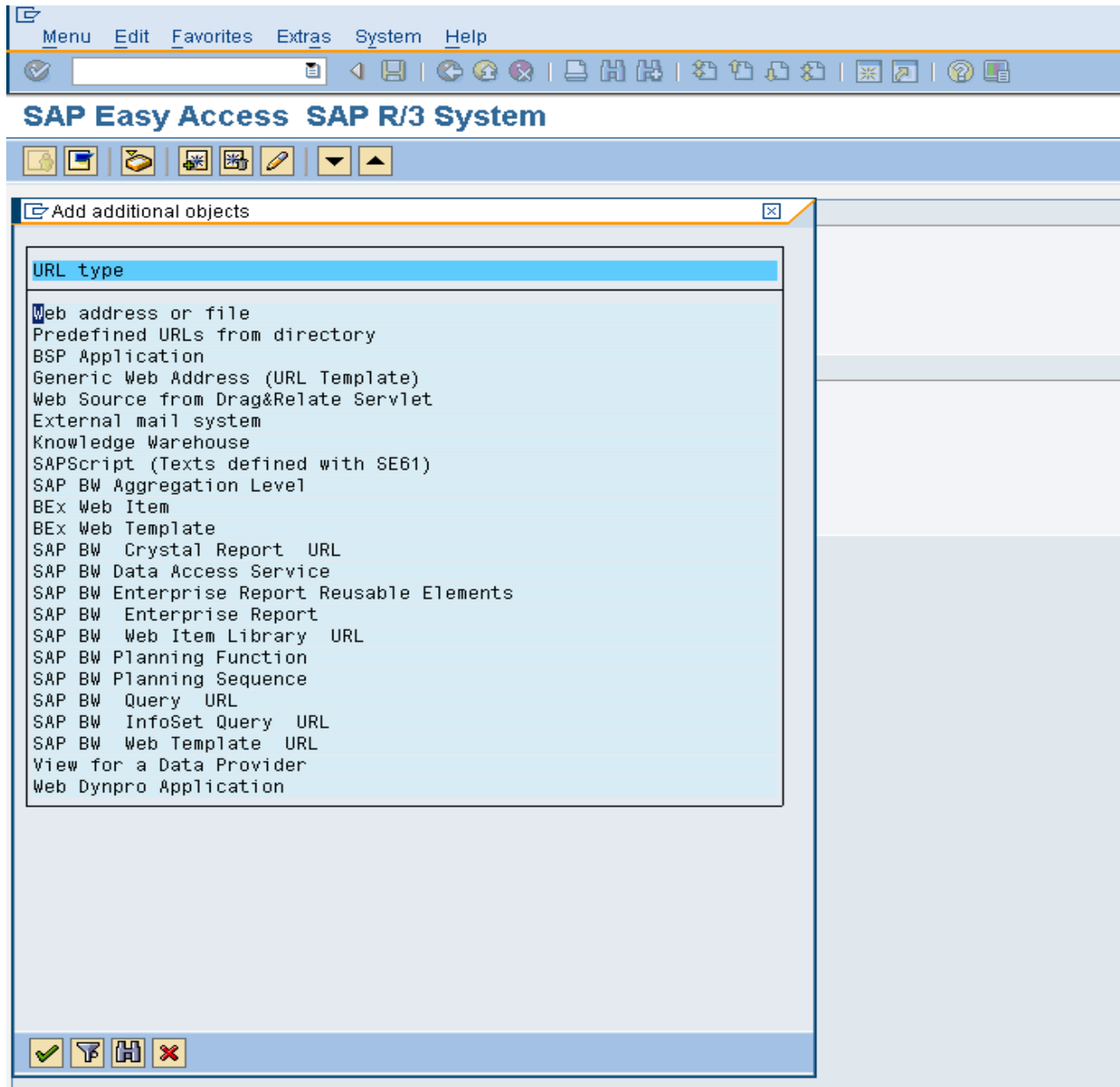
Highlight the folder that the document should go under and click on Favorites>Add other objects.



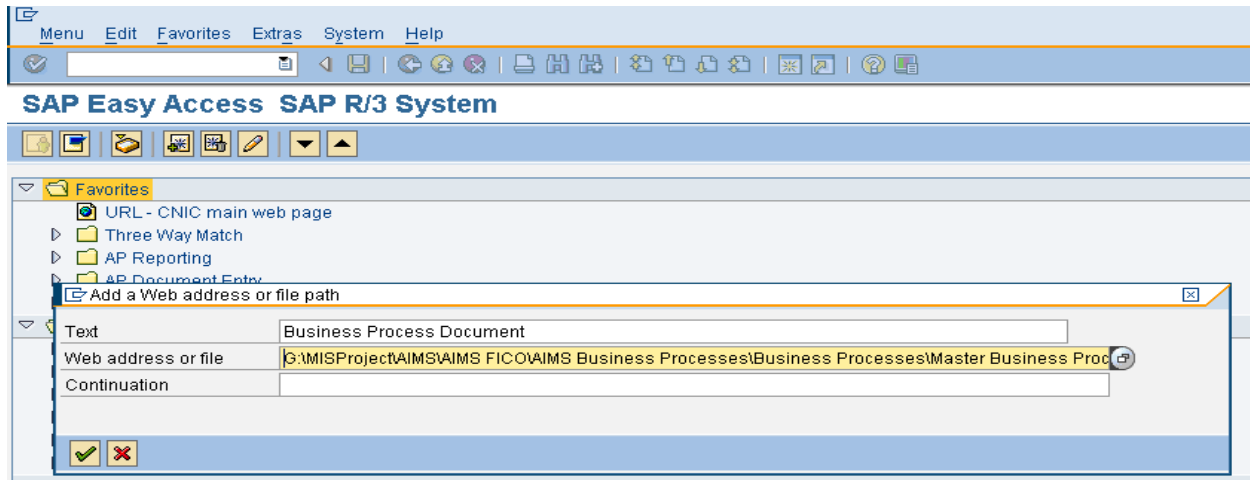
## Beginner Accounts Payable

---

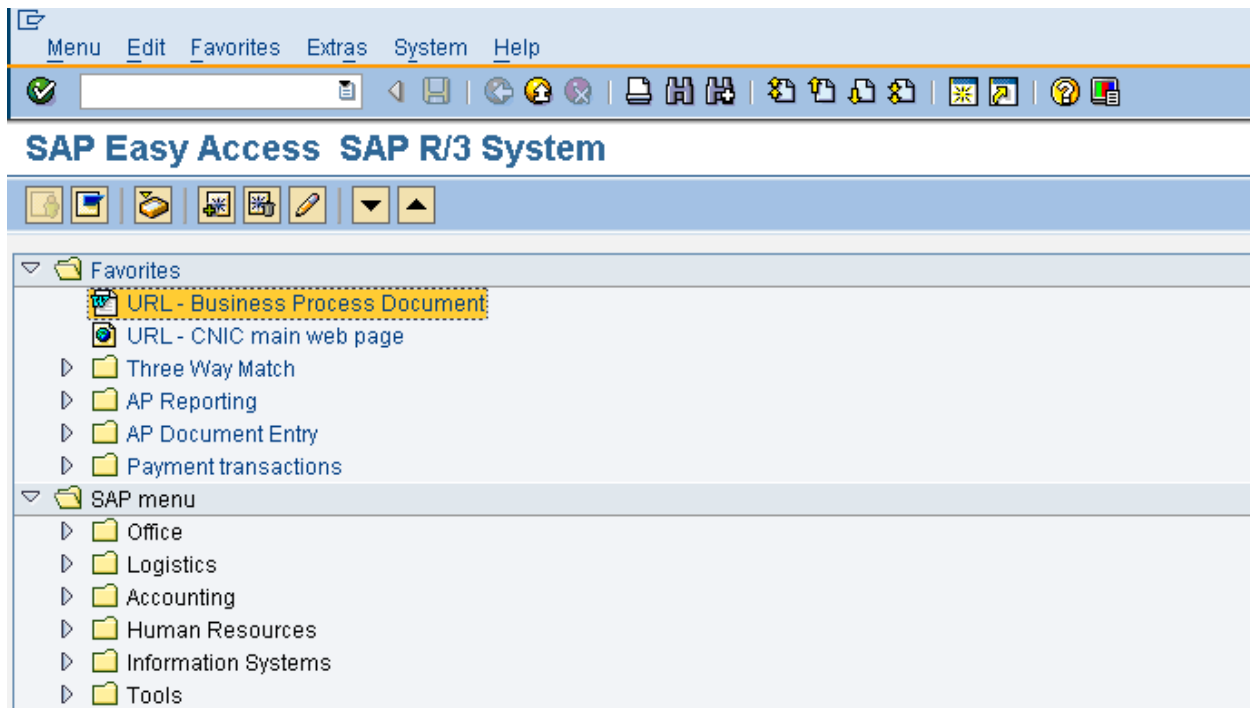
Double click on Web address or file.



Enter the text and then browse for the document.



The document is now available under the Favorites folder.



### Editing Options

Editing Options allows the user to determine the format of screens they use. An option that can be set is currency (USD or foreign currency), while there are standard formats for other settings. The next few pages showcase the recommended settings and variants.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ENVIRONMENT > USER PARAMETERS > EDITING OPTIONS**

Transaction Code: **FB00**

The initial screen that appears is Document Entry. Below are the standard settings for this tab. CONUS bases should have the box to the left of “Documents only in local currency” flagged so that all transactions will be displayed in USD.

The screenshot shows the SAP Accounting Editing Options screen with the 'Document entry' tab selected. The interface includes a menu bar (Options, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- General Entry Options:** A list of checkboxes for document entry settings. The 'Documents only in local currency' checkbox is checked. Other options include 'Amount fields only for document currency', 'Exchange rate from first line item', 'No special G/L transactions', 'Documents not cross-company code', 'Documents must be complete for parking', 'No partner business area in head.screen', 'Calculate taxes on net amount', 'Copy text for G/L account entry', 'Do not copy tax code', 'Fast entry via ISR number', 'ISR Entry with Control Display', 'Do not update control totals', and 'Automatic Negative Posting'.
- Default document currency:** A section with three radio buttons: 'Local currency' (selected), 'Last document currency used', and 'None'.
- Default Company Code:** A section with a checkbox for 'No Company Code Proposal'.
- Screen templates and line layout variant for document entry:** A table with two columns: 'Screen template' and 'Line layout variant'. The table lists various screen templates and their corresponding line layout variants.

| Screen template                       | Line layout variant |
|---------------------------------------|---------------------|
| G/L account items fast entry          | Z0003               |
| Inv./cr.memo fast entry               | Z0001               |
| Park document                         | Z0001               |
| Act assignment model                  | SAP01               |
| Doc. overview line layout             | Z01                 |
| Document Overview as ALV Grid Control |                     |

Additional options on the right side of the screen include 'DAR one-line w/o value date', 'AIMS one-line fastentry screen', 'AIMS one-line fastentry screen', 'Standard one-line', and 'AIMS: Standard w/ Internal Order'.

The variants in the section “Screen templates and line layout variant for document entry” can be changed to personal preferences. For Accounts Payable technicians, there is a choice for invoice and credit memo fast entry screen. The variant “Z0001 AIMS one-line fastentry screen” is the default and is usually the best choice. However, one of the others can be used, if it is preferred.

**Accounting Editing Options**

Document entry | Doc.display | Open items | Line items | Credit mgt | P.adv | Cash Jml

**General Entry Options**

- ☐ Documents only in local currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☒ No partner business area in head.screen
- ☐ Calculate taxes on net amount
- ☐ Copy text for G/L account entry
- ☐ Do not copy tax code
- ☐ Fast entry via ISR number
- ☐ ISR Entry with Control Display
- ☐ Do not update control totals
- ☐ Automatic Negative Posting

**Default document currency**

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

**Default Company Code**

- ☐ No Company Code Proposal

**Screen template variants**

| Variant | Description                    |
|---------|--------------------------------|
| Z0001   | AIMS one-line fastentry screen |
| Z0002   | AIMS two-line fastentry screen |
| Z0003   | DAR one-line fastentry screen  |
| SAP01   | Standard one-line              |
| SAP02   | Standard two lines             |

**Screen templates and line layout variant for document entry**

|                                       |                          |      |
|---------------------------------------|--------------------------|------|
| G/L account items fast entry          | Z0003                    | DAR  |
| Inv./cr.memo fast entry               | Z0001                    | AIMS |
| Park document                         | Z0001                    | AIMS |
| Act assignment model                  | SAP01                    | Stan |
| Doc. overview line layout             | Z01                      | AIMS |
| Document Overview as ALV Grid Control | <input type="checkbox"/> |      |

The rest of the tabs in this transaction can be left to the default settings.

## **The Business Workplace**

### **Purpose**

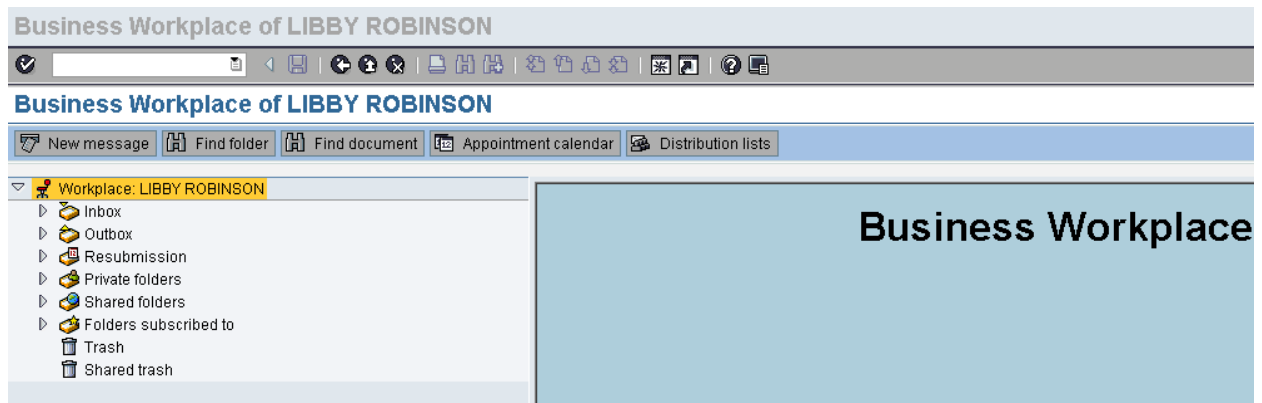
One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled from entirely within the SAP environment without the necessity of going outside the system. This part of **The Business Workplace** is called SAP Mail and is, in fact, an internal e-mail system.

The Business Workplace has six working environments for processing documents and messages. The working environments are as follows and are flagged with symbols.

| <b>Working Environment</b> | <b>Description</b>                                                                                                                                                                                                                                        |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inbox</b>               | Under <i>Documents</i> , you find all the documents sent to you and their resubmissions. Under <i>Unread Documents</i> , you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window. |
| <b>Outbox</b>              | Under <i>Documents</i> , you will find an overview and other information about the documents sent by you.                                                                                                                                                 |
| <b>Resubmissions</b>       | Under <i>Documents</i> , you will find the documents that are to be resubmitted to the user's inbox at a later date.                                                                                                                                      |
| <b>Private Folders</b>     | Folder structure that you create yourself to manage documents, lists, messages, etc.                                                                                                                                                                      |
| <b>Shared Folders</b>      | Folder structure for publishing and/or managing information on an enterprise or group-specific basis.                                                                                                                                                     |
| <b>Subscribed Folders</b>  | The folders that you subscribe to are listed here. We are not using this function at the present time.                                                                                                                                                    |
| <b>Trash Folder</b>        | Deleted folders, documents, lists and messages are stored here temporarily and you have the option of reversing the deletion.                                                                                                                             |

The entry into your personal workplace is through opening SAP Easy Access Menu Tree as shown below:

**SAP Menu>Office>SBWPWorkplace**

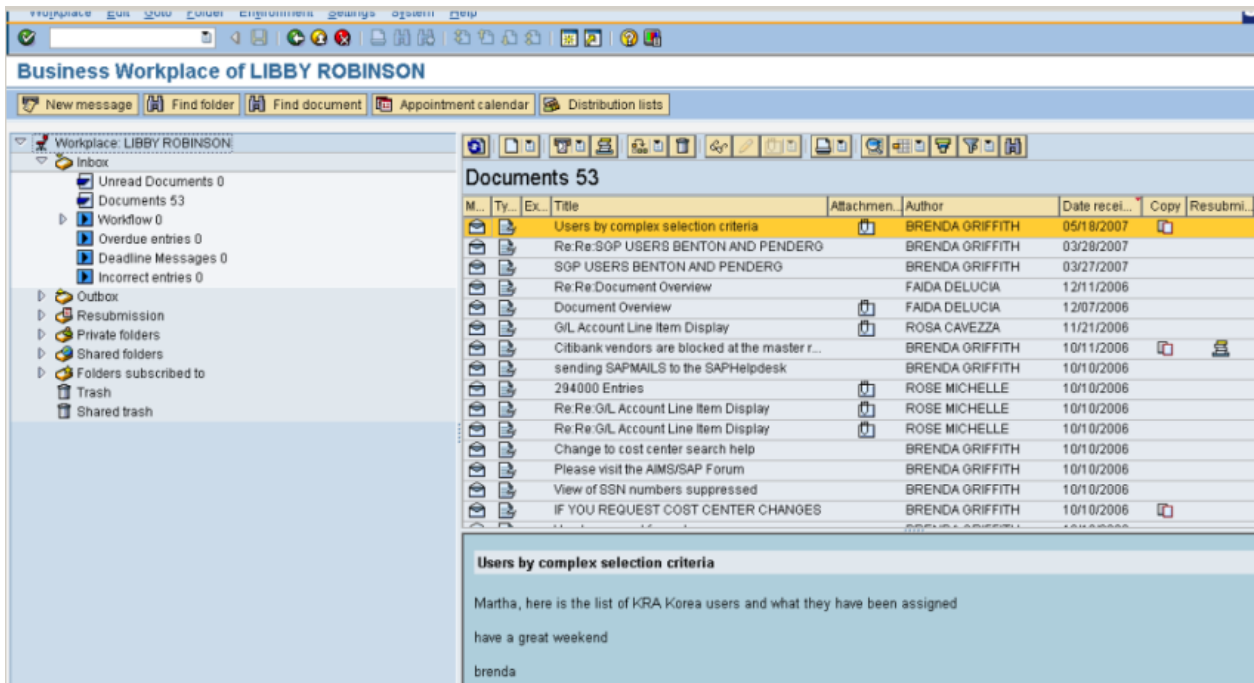


The individual working environments are shown as we have expanded the Workplace tree.

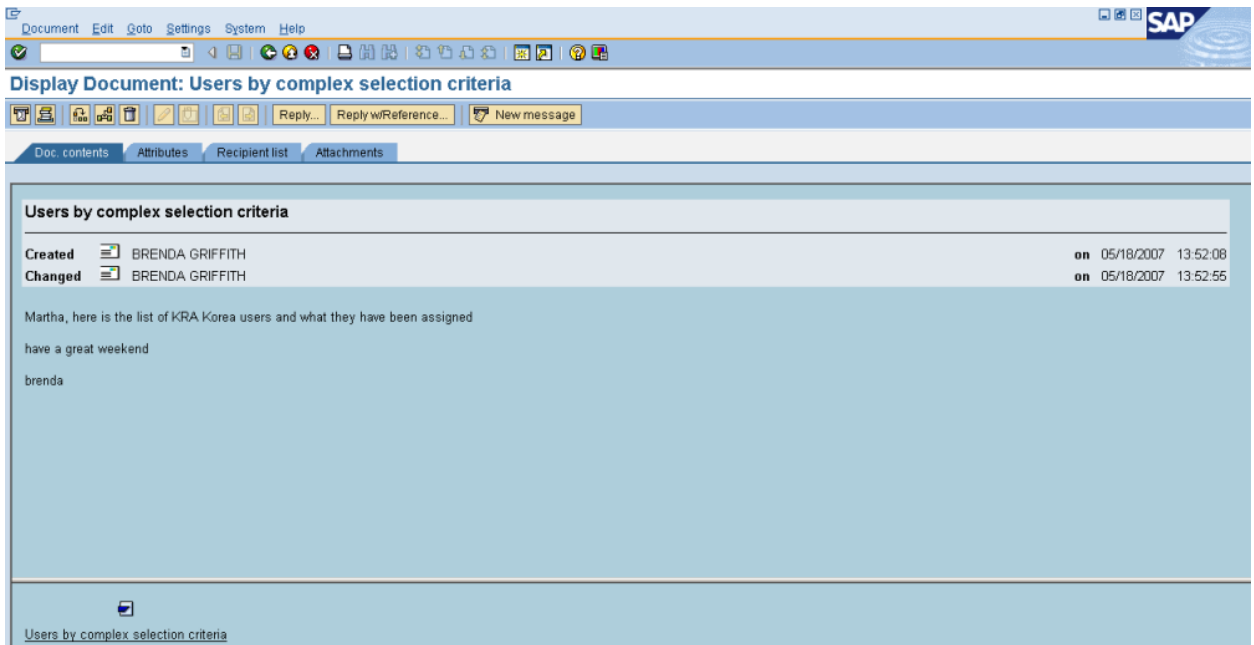
You may further expand the tree to show the individual factors that make up the Inbox, for example.



At the present time, we are not using any of the Workflow procedures. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.



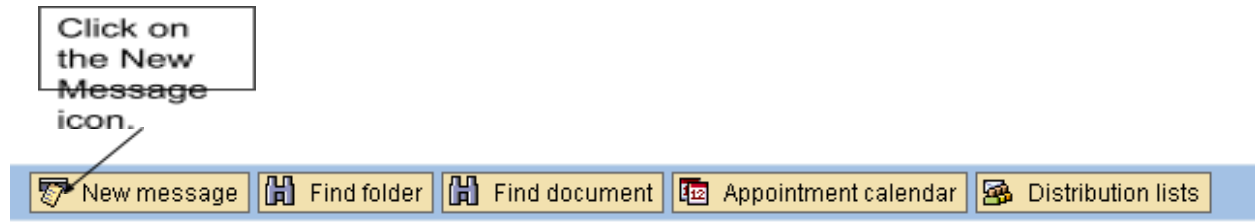
The above screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.



## Beginner Accounts Payable

---

To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.



By clicking on this icon, you will open a window that allows the user to create, edit and combine attachments to the message they wish to send with the SAP mail system.

You may title the document, add the pertinent text and combine an attachment with it.

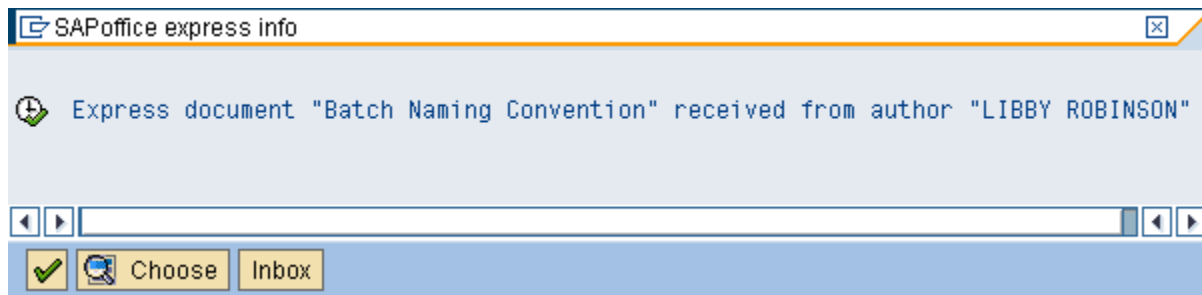
[illegible]

To send the communication to a particular recipient, merely type a partial last name combined with a wild card \* to search for the user (example Libby\*robin\*). It is NOT necessary to enter a Recipient type.

You will note the three checkboxes to the right of the Recip. Type. The “Lightning Bolt” checkbox allows Express mail. The SAP definition of Express mail means that as long as the recipient is in the SAP system, they will be notified that mail awaits them. This notification will show on their screens as illustrated below.

## Beginner Accounts Payable

---



By clicking on the Execute button , the user may instantly see the document. If speed is not a priority, they may choose the Inbox button and read the document at their leisure.

## **Accounts Payable Overview**

The Accounts Payable department is responsible for entering invoices received from vendors and then paying those vendors. In SAP, there are two methods for entering invoices and two methods for paying vendors.

First, there are direct invoices. This method is used for invoices such as BPA purchases, credit card invoices, petty cash and change fund reimbursements, employee travel expenses.

The other method is called the Three Way Match method. It starts in Procurement with a purchase order being created. Next, a goods receipt is posted once the goods are received. The final step is the invoice verification (also called MIRO in SAP).

Vendors are paid by two different methods in SAP. The first is by check. This process is done at the individual regions. The other method is by electronic fund transfer (EFT). This process is done centrally by CNIC Millington with the approval of the regions.

## **Direct Invoices – Vendors**

This type of invoice entry posts directly into FI - Accounts Payable. This procedure is used for entering non-purchase order (PO) related invoices (i.e., utilities, telephone, magazine subscriptions, etc.), BPA-related invoices, NAF purchase card invoices, custodian fund replenishments (i.e., petty cash, change funds, unit funds), prize winnings (e.g., bingo events), or employee expense reimbursements (e.g., travel expenses).

Menu Path:   **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-43**

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date 12/11/2007 Type KR Company Code 1163  
 Posting Date 12/11/2007 Period 3 Currency/Rate USD  
 Translatn Date  
 Reference LK00987Y  
 Doc.Header Text

First line item  
 PstKy 31 Account 4000020354 L Ind TType

| Field                                    | Description/Usage                                                                                                                                                                                                                                                                              |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Invoice: Header Data</b> |                                                                                                                                                                                                                                                                                                |
| <b>Document date</b>                     | <b>Enter the date of the originating document.</b> For example, this date may be the date of a non-PO related vendor invoice, date of a BPA-related vendor invoice, date of an employee expense claim, date prize was won, or date of a custodian's petty cash/change fund replenishment form. |
| <b>Type</b>                              | KR (default entry).                                                                                                                                                                                                                                                                            |
| <b>Company code</b>                      | Enter the company code for the base/fund.                                                                                                                                                                                                                                                      |

## Beginner Accounts Payable

---

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Posting date</b>     | This field defaults to the current date. Change this date if the document should be posted in a different fiscal period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Period</b>           | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Currency</b>         | Enter appropriate currency. For CONUS bases, this field might be hidden.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Translatn Date</b>   | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reference</b>        | Enter the reference number of the originating document. For example, this may be the vendor's invoice number, form number of an employee expense claim, prize control number, or form number of a fund custodian's replenishment form. DO NOT PREFIX the vendor invoice number with # or INV#. <b>Remember in order for the duplicate invoice feature to work properly, the system will check for exact matches of invoice numbers on exact same dates! EXACT MATCHES...</b> please carefully key in invoice number to avoid duplicate payments - do NOT change invoice date from that on the invoice or receiving document! |
| <b>Doc. header text</b> | The document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here. For certain transactions special data must be entered in this field. For example, for BPA-related invoices, enter the BPA number and the call number. Users should be careful to use the format of their locally generated call number.                                                                                                                                                                      |
| <b>PstKy</b>            | Enter posting key 31 for a credit entry to a vendor account number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Account</b>          | Enter the vendor account number. This should not be confused with the accounts payable reconciliation G/L account. If it is an invalid vendor account, the system will give an error message.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sp.G/L</b>           | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Trans.type</b>       | Leave blank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Press **[Enter]** or the green check mark icon. 

|                                                                                 |                                        |                     |                                                                    |
|---------------------------------------------------------------------------------|----------------------------------------|---------------------|--------------------------------------------------------------------|
| Document    Edit    Goto    Extras    Settings    Environment    System    Help |                                        |                     |                                                                    |
|                                                                                 |                                        |                     |                                                                    |
| <b>Enter Vendor invoice: Add Vendor item</b>                                    |                                        |                     |                                                                    |
| More data    Acct model    Fast Data Entry    Taxes                             |                                        |                     |                                                                    |
| Vendor                                                                          | 4000020354                             | SOCCER LOCKER       | G/L Acc 201000                                                     |
| Company Code                                                                    | 1163                                   | 611 KAPAHULU AVENUE |                                                                    |
| MWR COMNAVREG, HAWAII                                                           |                                        | HONOLULU            |                                                                    |
| <b>Item 1 / Vendor credit / 31</b>                                              |                                        |                     |                                                                    |
| Amount                                                                          | 265.37                                 | USD                 |                                                                    |
|                                                                                 | <input type="checkbox"/> Calculate tax |                     |                                                                    |
| Payt Terms                                                                      | V010                                   | Days/percent        | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Bline Date                                                                      | 12/11/2007                             | Fixed               | <input type="checkbox"/>                                           |
| Disc. base                                                                      | <input type="text"/>                   | Disc. amount        | <input type="text"/>                                               |
| Pmnt Block                                                                      | <input type="checkbox"/>               | Invoice ref.        | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Assignment                                                                      | <input type="text"/>                   | Pmt Method          | <input type="checkbox"/> Pmt meth.supl. <input type="checkbox"/>   |
| Text                                                                            | *ORDER #443598                         |                     | Long Texts                                                         |
| <b>Next line item</b>                                                           |                                        |                     |                                                                    |
| PstKy                                                                           | count                                  | SQL Ind             | TType                                                              |
|                                                                                 | <input type="text"/>                   |                     | <input type="text"/>                                               |
|                                                                                 |                                        | New co.code         | <input type="text"/>                                               |

## Beginner Accounts Payable

| Field                                        | Description/Usage                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Invoice: Add Vendor item</b> |                                                                                                                                                                                                                                                                                                                         |
| <b>Amount</b>                                | Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)                                                                                                                                                           |
| <b>Calculate tax</b>                         | Leave blank.                                                                                                                                                                                                                                                                                                            |
| <b>Payt terms</b>                            | Leave the default value unless it differs from the invoice. The default value is stored in the vendor's master record. Use the matchcode to select different payment terms for this invoice, if necessary.                                                                                                              |
| <b>Days/percent</b>                          | Leave blank for default or enter special discount terms from vendor invoice. For example, the vendor will give a 5 percent discount if paid in 3 days. Enter "3" days, and "5" percent.                                                                                                                                 |
| <b>Bline date</b>                            | The default value is populated by the entry made in the document date field. The default value is generally correct but the baseline date can be changed. <b>This date is the date from which the terms of payment are calculated.</b> There can be instances where the document date is different from the Bline date. |
| <b>Fixed</b>                                 | Leave blank.                                                                                                                                                                                                                                                                                                            |
| <b>Disc. base</b>                            | Leave blank.                                                                                                                                                                                                                                                                                                            |
| <b>Disc. amount</b>                          | Leave the default value or if the vendor has offered a special "lump sum" discount for payment within a specified time or a "good customer discount", enter the amount in this field.                                                                                                                                   |
| <b>Invoice ref.</b>                          | Used for linking credit memos with invoice. Leave blank for invoice.                                                                                                                                                                                                                                                    |
| <b>Pmnt block</b>                            | Blocking payments restricts the payment from being made whether due or not. This function may be used if there is a dispute or problem with a vendor.<br><br>If the invoice item should be blocked from payment, enter payment block "A" in this field. Normally, this field will be left blank.                        |
| <b>Pmnt method</b>                           | Normally, this field should be left blank, so that the default payment method in the vendor master record will be used by the automatic payment program.                                                                                                                                                                |
| <b>Pmnt meth.supl.</b>                       | Leave blank.                                                                                                                                                                                                                                                                                                            |
| <b>Assignment</b>                            | Can leave blank or enter information that you would sort in the line item display report.                                                                                                                                                                                                                               |
| <b>Text</b>                                  | Free entry description of transaction - useful for display and reporting purposes. <b>If this field is prefixed with an "*" character, this text will print on the check stub and EFT remittance advice.</b>                                                                                                            |
| <b>Long text</b>                             | Click this button to add notes. You can document many lines of text for notation purposes here. This will not print on the check or remittance advice.                                                                                                                                                                  |

## Fast Data Entry:

The Fast Data Entry template can be selected at the outset of the transaction especially where multiple expense accounts will be entered against a single vendor (e.g., petty cash replenishment). You do not want to use this type of entry if you have to change terms or discount amounts. Simply press the **Fast Data Entry** push-button after the amount of the invoice is entered for the vendor line item (prior to entering the offsetting posting key/accounts).

Document
Edit
Goto
Extras
Settings
Environment
System
Help

Enter Vendor invoice: Add G/L account items

Acct model
Fast Data Entry
Taxes

Company Code
1163
MWR COMNAVREG, HAWAII

| G/L account items |      |         |        |      |        |            |      |
|-------------------|------|---------|--------|------|--------|------------|------|
| PK                | CoCd | Account | Amount | Site | Cost C | Assignment | Text |
| 40                |      | 701000  | 125    |      | 8770   |            |      |
| 40                |      | 701000  | 57.25  |      | 8772   |            |      |
| 40                |      | 701000  | 83.12  |      | 8774   |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |
|                   |      |         |        |      |        |            |      |

## Beginner Accounts Payable

---

| Field                                              | Description/Usage                                                                                                                                                                                                                                                                       |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Invoice: Add G/L Account Items</b> |                                                                                                                                                                                                                                                                                         |
| <b>PK</b>                                          | Enter posting key 40 for a debit to GL account.                                                                                                                                                                                                                                         |
| <b>CoCd</b>                                        | Leave blank.                                                                                                                                                                                                                                                                            |
| <b>Account</b>                                     | Enter the GL account for the first offsetting expense item.                                                                                                                                                                                                                             |
| <b>Amount</b>                                      | Enter the dollar amount of the first offsetting expense item.                                                                                                                                                                                                                           |
| <b>Site</b>                                        | Leave blank                                                                                                                                                                                                                                                                             |
| <b>Cost c</b>                                      | Enter the cost center (if account is a cost element) to which the expense item should be coded.                                                                                                                                                                                         |
| <b>Order</b>                                       | Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals). |
| <b>Assignment</b>                                  | Can be used to sort items in the G/L line item display. An example would be to identify UFM items at the item level or other notation.                                                                                                                                                  |
| <b>Text</b>                                        | Optional field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.                                                                                                                                                  |

If the Fast Data Entry option is not selected, then proceed with the following instructions:

After entering the amount for the first line item for the credit, posting key 31 (instructions are listed above for **Screen: Enter Vendor Invoice: Add Vendor Item**), follow the instructions listed below to enter the debit, posting key 40, for this transaction.

| Field                                        | Description/Usage                                                                                 |
|----------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Invoice: Add Vendor item</b> |                                                                                                   |
| <b>PstKy</b>                                 | Enter posting key 40 for a debit to GL account. This is the standard form for entering a journal. |
| <b>Account</b>                               | Enter the GL account for the first offsetting expense item.                                       |
| <b>Sp.G/L</b>                                | Leave blank.                                                                                      |
| <b>Trans.type</b>                            | Leave blank.                                                                                      |
| <b>New co.code</b>                           | Do not enter a value in this field.                                                               |

Press **[Enter]** or the green check mark icon. 

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 701000 SUPPLIES  
Company Code 1163 MWR COMNAVREG, HAWAII

Item 5 / Debit entry / 40

Amount 145 USD  
Tax Code  ☐ Calculate tax

Cost Center 8774 Order   
Material  Site  More  
Quantity

Assignment   
Text  Long Texts

Next Line Item

PstKy  Account  SGL Ind  TType  New co.code

| Field                                              | Description/Usage                                                                                                                                                                                                                                                                      |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create Vendor Invoice: Add G/L Account Item</b> |                                                                                                                                                                                                                                                                                        |
| <b>Amount</b>                                      | Enter the dollar amount of the first offsetting expense item.                                                                                                                                                                                                                          |
| <b>Tax code</b>                                    | Leave default.                                                                                                                                                                                                                                                                         |
| <b>Calculate tax</b>                               | Leave blank.                                                                                                                                                                                                                                                                           |
| <b>Cost center</b>                                 | Enter the cost center code (if account is a cost element) to which the expense item should be coded.                                                                                                                                                                                   |
| <b>Order</b>                                       | Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals) |
| <b>Material</b>                                    | Leave blank.                                                                                                                                                                                                                                                                           |
| <b>Article</b>                                     | Leave blank.                                                                                                                                                                                                                                                                           |
| <b>Site</b>                                        | Leave blank.                                                                                                                                                                                                                                                                           |

## Beginner Accounts Payable

---

|                   |                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quantity</b>   | Leave blank.                                                                                                                                           |
| <b>Assignment</b> | Can be used to sort items in the G/L line item display. An example would be to identify UFM items at the item level or other notation.                 |
| <b>Text</b>       | Option field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.                   |
| <b>Long Text</b>  | Click this button to add notes. You can document many lines of text for notation purposes here. This will not print on the check or remittance advice. |

Press **[Enter]** or the green check mark icon  if there are more entries. If not, proceed to the next section, Reviewing Entries.

**Reviewing Entries:**

Click  to review the entry before posting.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

|                 |            |             |      |                |            |
|-----------------|------------|-------------|------|----------------|------------|
| Document Date   | 12/11/2007 | Type        | KR   | Company Code   | 1163       |
| Posting Date    | 12/11/2007 | Period      | 3    | Currency       | USD        |
| Document Number | INTERNAL   | Fiscal Year | 2008 | Translatn Date | 12/11/2007 |
| Reference       | LK00987Y   |             |      | Cross-CC no.   |            |
| Doc.Header Text |            |             |      |                |            |

Items in document currency

| Itm | PK | CoCd | Account    | Description   | CostCr | Order | Amount  |
|-----|----|------|------------|---------------|--------|-------|---------|
| 001 | 31 |      | 4000020354 | SOCCER LOCKER |        |       | 265.37- |
| 002 | 40 |      | 701000     | SUPPLIES      | 8770   |       | 125.00  |
| 003 | 40 |      | 701000     | SUPPLIES      | 8772   |       | 57.25   |
| 004 | 40 |      | 701000     | SUPPLIES      | 8774   |       | 83.12   |

D 265.37 C 265.37 0.00 \* 4 Line items

Other line item

PstKy  count  SQL Ind ☐ TType  New co.code

## **Beginner Accounts Payable**

---

If everything balances, you can post the document. Click on the icon  to save. If it does not balance, double click on the line to make changes. To add additional line items, go to the bottom of this screen (Display overview) to Other line item and enter the information there.

Message: **"Document 35xxxxxxxx is posted"**.

This number should be written on the originating document or invoice along with a posting date. Several regions have developed a stamp.

**GOODS RECEIPT DOC NUMBER:** \_\_\_\_\_ **Date** \_\_\_\_\_

**INVOICE DOC NUMBER:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAYMENT DOC NUMBER:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Credit Memos

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT ENTRY > CREDIT MEMO**

Transaction Code: **F-41**

**Enter Vendor Credit Memo: Header Data**

Held document Acct model Fast Data Entry Post with reference Editing Options

|                 |            |        |    |                |      |
|-----------------|------------|--------|----|----------------|------|
| Document Date   | 12/02/2007 | Type   | K6 | Company Code   | 1026 |
| Posting Date    | 12/02/2007 | Period | 3  | Currency/Rate  | USD  |
|                 |            |        |    | Translatn Date |      |
| Reference       | 329712     |        |    |                |      |
| Doc.Header Text |            |        |    |                |      |

First line item

|       |    |         |            |         |  |      |  |
|-------|----|---------|------------|---------|--|------|--|
| PstKy | 21 | Account | 4000010510 | SGL Ind |  | type |  |
|-------|----|---------|------------|---------|--|------|--|

## Beginner Accounts Payable

---

| Field                                        | Description/Usage                                                                                                                                                                                                      |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Credit Memo: Header Data</b> |                                                                                                                                                                                                                        |
| <b>Document date</b>                         | Enter the date of the originating document or the vendor's credit memo.                                                                                                                                                |
| <b>Type</b>                                  | KG (default entry).                                                                                                                                                                                                    |
| <b>Company code</b>                          | Enter the company code for the base/fund in which the vendor item should be posted.                                                                                                                                    |
| <b>Posting date</b>                          | This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.                                                                                            |
| <b>Period</b>                                | Leave blank.                                                                                                                                                                                                           |
| <b>Currency</b>                              | Enter appropriate currency. For CONUS bases, this field might be hidden.                                                                                                                                               |
| <b>Translatn Date</b>                        | Leave blank.                                                                                                                                                                                                           |
| <b>Reference</b>                             | Enter the reference number of the originating document. For example, this may be the vendor's credit memo number.                                                                                                      |
| <b>Doc. header text</b>                      | Free entry document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here. |
| <b>PstKy</b>                                 | Enter posting key 21 for a debit entry to a vendor account number.                                                                                                                                                     |
| <b>Account</b>                               | Enter the vendor account number. This should not be confused with the payables reconciliation g/l account. If it is an invalid vendor account, the system will give an error message.                                  |
| <b>Sp.G/L</b>                                | Leave blank.                                                                                                                                                                                                           |
| <b>Trans.type</b>                            | Leave blank.                                                                                                                                                                                                           |

Press **[Enter]** or the green check mark icon. 

Document
Edit
Goto
Extras
Settings
Environment
System
Help

### Enter Vendor credit memo: Add Vendor item

|                 |            |                            |         |        |
|-----------------|------------|----------------------------|---------|--------|
| Vendor          | 4000010510 | NATIONAL LINEN SERVICE INC | G/L Acc | 201000 |
| Company Code    | 1026       | 1420 PEACH TREE ST         |         |        |
| MWR NSCS ATHENS |            | ATLANTA                    |         |        |

Item 1 / Vendor debit / 21

|                                        |                          |                                                                                 |
|----------------------------------------|--------------------------|---------------------------------------------------------------------------------|
| Amount                                 | 175                      | USD                                                                             |
| <input type="checkbox"/> Calculate tax |                          |                                                                                 |
| Payt Terms                             | *                        | Days/percent <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Bline Date                             | 12/02/2007               | Fixed <input type="checkbox"/>                                                  |
| Disc. base                             |                          | Disc. amount <input type="text"/>                                               |
| Pmnt Block                             | <input type="checkbox"/> | Invoice ref. <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Assignment                             |                          | Pmt Method <input type="checkbox"/> Pmt meth.supl. <input type="checkbox"/>     |
| Text                                   | *TORN LINENS             |                                                                                 |

Next line item

|       |    |         |        |         |                                     |      |                      |             |                      |
|-------|----|---------|--------|---------|-------------------------------------|------|----------------------|-------------|----------------------|
| PstKy | 50 | Account | 703000 | SQL Ind | <input type="button" value="Copy"/> | type | <input type="text"/> | New co.code | <input type="text"/> |
|-------|----|---------|--------|---------|-------------------------------------|------|----------------------|-------------|----------------------|

## Beginner Accounts Payable

---

| Field                                            | Description/Usage                                                                                                                                                                                            |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Credit Memo: Add Vendor Item</b> |                                                                                                                                                                                                              |
| <b>Amount</b>                                    | Enter the dollar amount indicated on the credit memo.                                                                                                                                                        |
| <b>Calculate tax</b>                             | Leave blank.                                                                                                                                                                                                 |
| <b>Payt terms</b>                                | Leave the default value if one appears. If the credit memo is <b>NOT</b> associated with an existing invoice you can enter an “*” to adopt the payment terms on the vendor master record.                    |
| <b>Days/percent</b>                              | Leave blank.                                                                                                                                                                                                 |
| <b>Bline date</b>                                | Leave the default value.                                                                                                                                                                                     |
| <b>Fixed</b>                                     | Leave blank.                                                                                                                                                                                                 |
| <b>Disc. base</b>                                | Leave blank.                                                                                                                                                                                                 |
| <b>Disc. amount</b>                              | Leave blank.                                                                                                                                                                                                 |
| <b>Invoice ref</b>                               | Enter the SAP invoice document number and fiscal year to which the vendor credit memo relates. <b>This will cause the original invoice’s payment terms to be adopted automatically for the credit memo!</b>  |
| <b>Pmnt block</b>                                | Normally, this field will be left blank.                                                                                                                                                                     |
| <b>Pmnt method</b>                               | Leave blank.                                                                                                                                                                                                 |
| <b>Pmnt meth.supl.</b>                           | Leave blank.                                                                                                                                                                                                 |
| <b>Assignment</b>                                | Can leave blank or enter information that you would sort in the line item display report.                                                                                                                    |
| <b>Text</b>                                      | Free entry description of transaction - useful for display and reporting purposes. <b>If this field is prefixed with an “*” character, this text will print on the check stub and EFT remittance advice.</b> |
| <b>Long text</b>                                 | Click this button to add notes. You can document many lines of text for notation purposes here. This will not print on the check or remittance advice.                                                       |

### For multiple line items:

You can enter multiple line items on one screen (Fast Data Entry) or you can enter one item per screen. You still need to go to the screen titled **Screen: Enter Vendor Credit Memo: Add Vendor Item** (see above), to enter the amount of the 1st line item. Fast entry screen cannot be used to enter debit entries. To use the fast entry screen see the instructions on G/L Item Fast Entry.

### Fast Data Entry:

The Fast Data Entry template can be selected at the outset of the transaction especially where multiple expense accounts will be entered against a single vendor (e.g., petty cash replenishment). You don't want to use this type of entry if you have to change terms or discount amounts. Simply press the **Fast Data Entry** push-button after the amount of the credit memo is entered for the 1<sup>st</sup> line item (prior to entering the offsetting posting key/accounts).

Document Edit Goto Extras Settings Environment System Help

Enter Vendor credit memo: Add G/L account items

Acct model Fast Data Entry Taxes

Company Code 1026 MWR NSCS ATHENS

| PK | CoCd | Account | Amount | Site | CostC | Assignment | Text |
|----|------|---------|--------|------|-------|------------|------|
| 50 |      | 703000  | 50     |      | 6364  |            |      |
| 50 |      | 703000  | 50     |      | 6378  |            |      |
| 50 |      | 703000  | 75     |      | 12328 |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |
|    |      |         |        |      |       |            |      |

## Beginner Accounts Payable

---

| Field                                              | Description/Usage                                                                                                                                                                                                                                                                       |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Invoice: Add G/L Account Items</b> |                                                                                                                                                                                                                                                                                         |
| <b>PK</b>                                          | Enter posting key 50 for a credit to GL account.                                                                                                                                                                                                                                        |
| <b>CoCd</b>                                        | Leave blank.                                                                                                                                                                                                                                                                            |
| <b>Account</b>                                     | Enter the GL account for the first offsetting expense item.                                                                                                                                                                                                                             |
| <b>Amount</b>                                      | Enter the dollar amount of the first offsetting expense item.                                                                                                                                                                                                                           |
| <b>Site</b>                                        | Leave blank.                                                                                                                                                                                                                                                                            |
| <b>Cost c</b>                                      | Enter the cost center to which the expense item should be coded.                                                                                                                                                                                                                        |
| <b>Order</b>                                       | Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals). |
| <b>Assignment</b>                                  | Can be used to sort items in the G/L line item display, an example would be to identify UFM items at the item level or other notation.                                                                                                                                                  |
| <b>Text</b>                                        | Optional field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.                                                                                                                                                  |

If the Fast Data Entry option is not selected, then proceed with the following instructions:

After entering the amount for the first line item for the debit, posting key 21 (instructions are listed above, **Screen: Enter Vendor Credit Memo: Add Vendor Item**), follow the instructions listed below to enter the credit, posting key 50, for this transaction.

| Field                                            | Description/Usage                                                                                 |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Credit Memo: Add Vendor Item</b> |                                                                                                   |
| <b>PstKy</b>                                     | Enter posting key 50 for a debit to GL account. This is the standard form for entering a journal. |
| <b>Account</b>                                   | Enter the GL account for the first offsetting expense item.                                       |
| <b>Sp.G/L</b>                                    | Leave blank.                                                                                      |
| <b>Trans.type</b>                                | Leave blank.                                                                                      |
| <b>New co.code</b>                               | Do not enter a value in this field.                                                               |

Press **[Enter]** or the green check mark icon. ☐

Document
Edit
Goto
Extras
Settings
Environment
System
Help

### Enter Vendor credit memo: Add G/L account item

|              |        |                 |
|--------------|--------|-----------------|
| G/L Account  | 703000 | LAUNDRY         |
| Company Code | 1026   | MWR NSCS ATHENS |

Item 4 / Credit entry / 50

|                           |                      |                                                               |
|---------------------------|----------------------|---------------------------------------------------------------|
| Amount                    | 75                   | USD                                                           |
| Tax Code                  |                      | <input type="checkbox"/> Calculate tax                        |
| Cost Center               | 12328                | Order <input type="text"/>                                    |
| Material                  | <input type="text"/> | Site <input type="text"/> <input type="button" value="More"/> |
| Assignment                | <input type="text"/> | Quantity <input type="text"/>                                 |
| Text <input type="text"/> |                      | <input type="button" value="Long Texts"/>                     |

Next Line Item

|       |                      |         |                      |         |                      |       |                      |             |                      |
|-------|----------------------|---------|----------------------|---------|----------------------|-------|----------------------|-------------|----------------------|
| PstKy | <input type="text"/> | Account | <input type="text"/> | SGL Ind | <input type="text"/> | TType | <input type="text"/> | New co.code | <input type="text"/> |
|-------|----------------------|---------|----------------------|---------|----------------------|-------|----------------------|-------------|----------------------|

## Beginner Accounts Payable

---

| Field                                                 | Description/Usage                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Vendor Credit Memo: Add G/L Account Item</b> |                                                                                                                                                                                                                                                                                                                  |
| <b>Amount</b>                                         | Enter the dollar amount of the first offsetting expense item.                                                                                                                                                                                                                                                    |
| <b>Tax code</b>                                       | Leave default.                                                                                                                                                                                                                                                                                                   |
| <b>Calculate tax</b>                                  | Leave blank.                                                                                                                                                                                                                                                                                                     |
| <b>Cost center</b>                                    | Enter the cost center (if account is a cost element) to which the expense item should be coded.                                                                                                                                                                                                                  |
| <b>Order</b>                                          | Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (i.e., air shows, concerts, festivals, other base-wide events) |
| <b>Material</b>                                       | Leave blank.                                                                                                                                                                                                                                                                                                     |
| <b>Site</b>                                           | Leave blank.                                                                                                                                                                                                                                                                                                     |
| <b>Quantity</b>                                       | Leave blank.                                                                                                                                                                                                                                                                                                     |
| <b>Assignment</b>                                     | Leave blank.                                                                                                                                                                                                                                                                                                     |
| <b>Text</b>                                           | Enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.                                                                                                                                                                                           |

Press **[Enter]** or the green check mark icon  if there are more entries, if not proceed on to the next section, Reviewing Entries.

## Reviewing Entries:

Click ☐ to review the entry before posting.

**Enter Vendor credit memo: Display Overview**

Document Date: 12/02/2007    Type: KG    Company Code: 1026  
 Posting Date: 12/02/2007    Period: 3    Currency: USD  
 Document Number: INTERNAL    Fiscal Year: 2008    Translatn Date: 12/02/2007  
 Reference: 329712    Cross-CC no.:  
 Doc. Header Text:

| Itm | PK | CoCd | Account    | Description         | CostCr | Order | Amount |
|-----|----|------|------------|---------------------|--------|-------|--------|
| 001 | 21 |      | 4000010510 | NATIONAL LINEN SERV |        |       | 175.00 |
| 002 | 50 |      | 703000     | LAUNDRY             | 6364   |       | 50.00- |
| 003 | 50 |      | 703000     | LAUNDRY             | 6378   |       | 50.00- |
| 004 | 50 |      | 703000     | LAUNDRY             | 12328  |       | 75.00- |

If everything balances, you can post the document. Click on the icon ☐ to save. If not, double click on the line to make changes. To add additional line items, go to the bottom of the screen (Display overview) to Other line item and enter the information there.

Message: **"Document 31xxxxxxxxx is posted"**.

This number should be written on the credit memo along with the posting date.

## Beginner Accounts Payable

### Display Documents

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT > DISPLAY**

Transaction code: **FB03**

The screenshot shows the top of the SAP interface. The menu bar includes Document, Edit, Goto, View, System, and Help. Below the menu bar is a toolbar with various icons for document management, including a green checkmark icon.

#### Display Document: Initial Screen

The screenshot shows the initial screen of the Display Document transaction. It features three buttons: Document List, First Item, and Editing Options.

The screenshot shows the 'Keys for Entry View' section. It contains three input fields: Document Number (3100000000), Company Code (1026), and Fiscal Year (2008).

| Field                                   | Description/Usage                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Display Document: Initial Screen</b> |                                                                                            |
| <b>Document number</b>                  | Enter the document number to be displayed.                                                 |
| <b>Company code</b>                     | Enter the company code for the base/fund in which the document to be displayed was posted. |
| <b>Fiscal year</b>                      | Enter the fiscal year in which the document to be displayed was posted.                    |

Press **[Enter]** or the green check mark icon.

The screenshot shows the top of the SAP interface for the Document Overview - Display screen. The menu bar includes Document, Edit, Goto, Settings, Extras, Environment, System, and Help. Below the menu bar is a toolbar with various icons, including a green checkmark icon.

The screenshot shows the buttons of the Document Overview - Display screen. It includes icons for document management, a 'Choose' button, a 'Save' button, and a 'Tax data' button.

The screenshot shows the data fields of the Document Overview - Display screen. It includes fields for Doc. Type, Doc. Number, Company code, Fiscal year, Doc. date, Posting date, Period, Calculate Tax, Ref. doc., and Doc. currency.

| Item | PK | S | Account | Account short text | Cost Ctr | Order | Assignment | Amount | Text |
|------|----|---|---------|--------------------|----------|-------|------------|--------|------|
|------|----|---|---------|--------------------|----------|-------|------------|--------|------|

Double-click on a line item to view the details for each line.

To exit this transaction, click on the backward green arrow. 

## Change Documents

It might be necessary to change some details in the document. However, the amount, GL account, cost center and internal order can never be changed if the document has been posted. If these values were posted in error, the document should be reversed (**See Reversing Documents**). A new document with the correct values should then be entered.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT > CHANGE**

Transaction code: **FB02**

Document List First Item Editing Options

Keys for Entry View

|                 |            |
|-----------------|------------|
| Document Number | 3100000000 |
| Company Code    | 1026       |
| Fiscal Year     | 2008       |

| Field                                  | Description/Usage                                                                          |
|----------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Change Document: Initial Screen</b> |                                                                                            |
| <b>Document number</b>                 | Enter the document number to be changed.                                                   |
| <b>Company code</b>                    | Enter the company code for the base/fund in which the document to be displayed was posted. |
| <b>Fiscal year</b>                     | Enter the fiscal year in which the document to be changed was posted.                      |

Press **[Enter]** or the green check mark icon.

**Document Overview - Change**

Doc. Type : KG ( Vendor credit memo ) Normal document

Doc. Number 3100000000 Company code 1026 Fiscal year 2008  
 Doc. date 12/02/2007 Posting date 12/02/2007 Period 03  
 Calculate Tax ☐  
 Ref.doc. 329712  
 Doc.currency USD

| Itm | PK | S | Account    | Account short text   | Cost Ctr | Order | Assignment | Amount | Text         |
|-----|----|---|------------|----------------------|----------|-------|------------|--------|--------------|
| 1   | 21 |   | 4000010510 | NATIONAL LINEN SERVI |          |       |            | 175.00 | *TORN LINENS |
| 2   | 50 |   | 703000     | LAUNDRY              | 6364     |       |            | 50.00- |              |
| 3   | 50 |   | 703000     | LAUNDRY              | 6378     |       |            | 50.00- |              |
| 4   | 50 |   | 703000     | LAUNDRY              | 12328    |       |            | 75.00- |              |
| *   |    |   |            |                      |          |       |            | 0.00   |              |

Double click on the line item that you want to change. The fields that appear with light colored backgrounds can be changed.

**These fields include:**

- **Document Header fields** (press the Header icon ):
  - Document Header Text
  - Reference Doc
- **Line Item fields:**
  - Payment terms (vendor line item only)
  - Payment block (vendor line item only)
  - Payment method (vendor line item only)
  - Assignment
  - Line item text

To save the changes, click on the Save icon. 

## Display Document Changes

Use this transaction to view all the changes that have been made to a single document.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT > DISPLAY CHANGES**

Transaction code: **FB04**

The screenshot displays the SAP 'Document Changes: Initial Screen' for transaction FB04. The interface includes a menu bar with 'Changes', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Company Code:** 1026 (with a lock icon)
- Document Number:** 3100000000
- Fiscal Year:** 2008

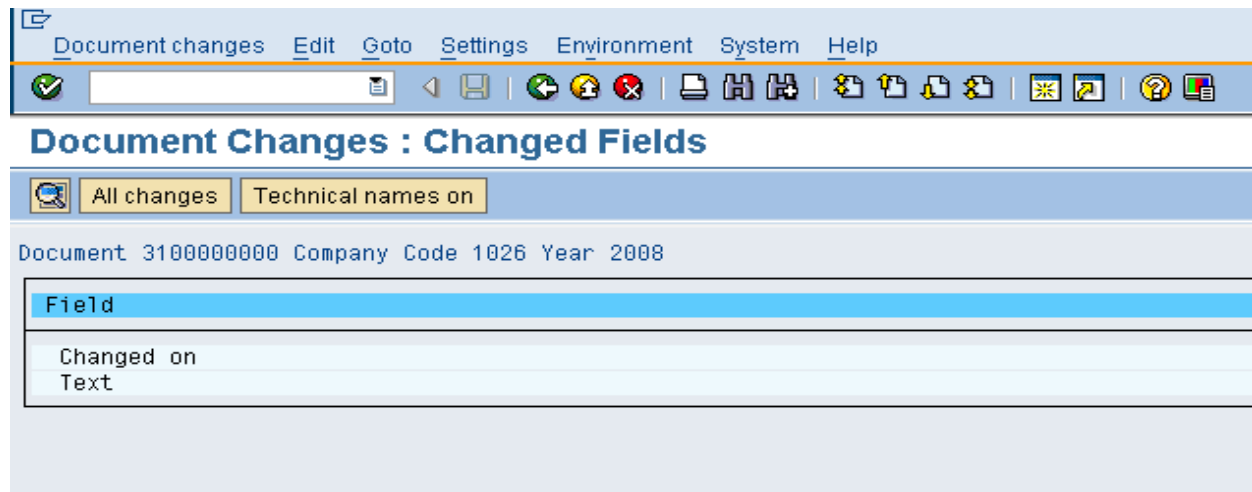
Below these fields is a section titled 'Period of change' with a blue header. It contains three sub-fields:

- From change date:** (empty text box)
- Time:** 00:00:00
- Changed by:** (empty text box)

| Field                                          | Description/Usage                                                                   |
|------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Display Document Change: Initial Screen</b> |                                                                                     |
| <b>Company code</b>                            | Enter the company code for the base/fund in which the document was posted.          |
| <b>Document number</b>                         | Enter the document that you wish to view for all the changes made to this document. |
| <b>Fiscal year</b>                             | Enter the fiscal year in which the document is posted.                              |

| Period of change |                                                                   |
|------------------|-------------------------------------------------------------------|
| From change date | The system only displays changes which were made after this date. |
| Time             | The system only displays changes which were made after this time. |
| Changed by       | User ID of the user who made the change.                          |

Press **[Enter]** or the green check mark icon. 



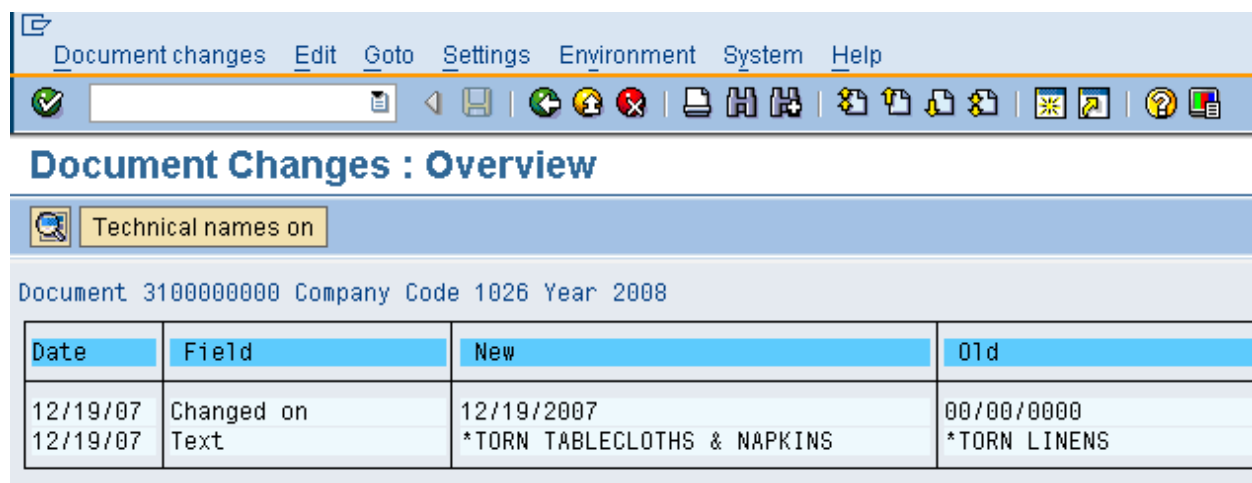
**Document Changes : Changed Fields**

All changes Technical names on

Document 3100000000 Company Code 1026 Year 2008

| Field              |
|--------------------|
| Changed on<br>Text |

Click on the **All changes** icon.



**Document Changes : Overview**

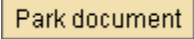
Technical names on

Document 3100000000 Company Code 1026 Year 2008

| Date     | Field      | New                         | Old          |
|----------|------------|-----------------------------|--------------|
| 12/19/07 | Changed on | 12/19/2007                  | 00/00/0000   |
| 12/19/07 | Text       | *TORN TABLECLOTHS & NAPKINS | *TORN LINENS |

Double click on each line if you wish to view the details of the changes.

## Park Documents

Sometimes you do not have all of the information to finish posting a document. However, you do not want to lose the data that you have already entered. In order to save the document, but not post it to the General Ledger, go to the Overview  of the document. Then select **Document > Park**. This will generate a 10 digit document number. The Park Document icon can also be used. 



**NOTE:**

When a document is parked, it is NOT posted to the General Ledger.

**You cannot close an accounting period if there are any parked documents.** Review the status of all documents and if there are any that are parked, either post or delete them.

## Change Parked Documents

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT > PARKED DOCUMENT > CHANGE**

Transaction code: **FBV2**

**Change Parked Document: Initial Screen**

Document list Editing Options

Key for Parking

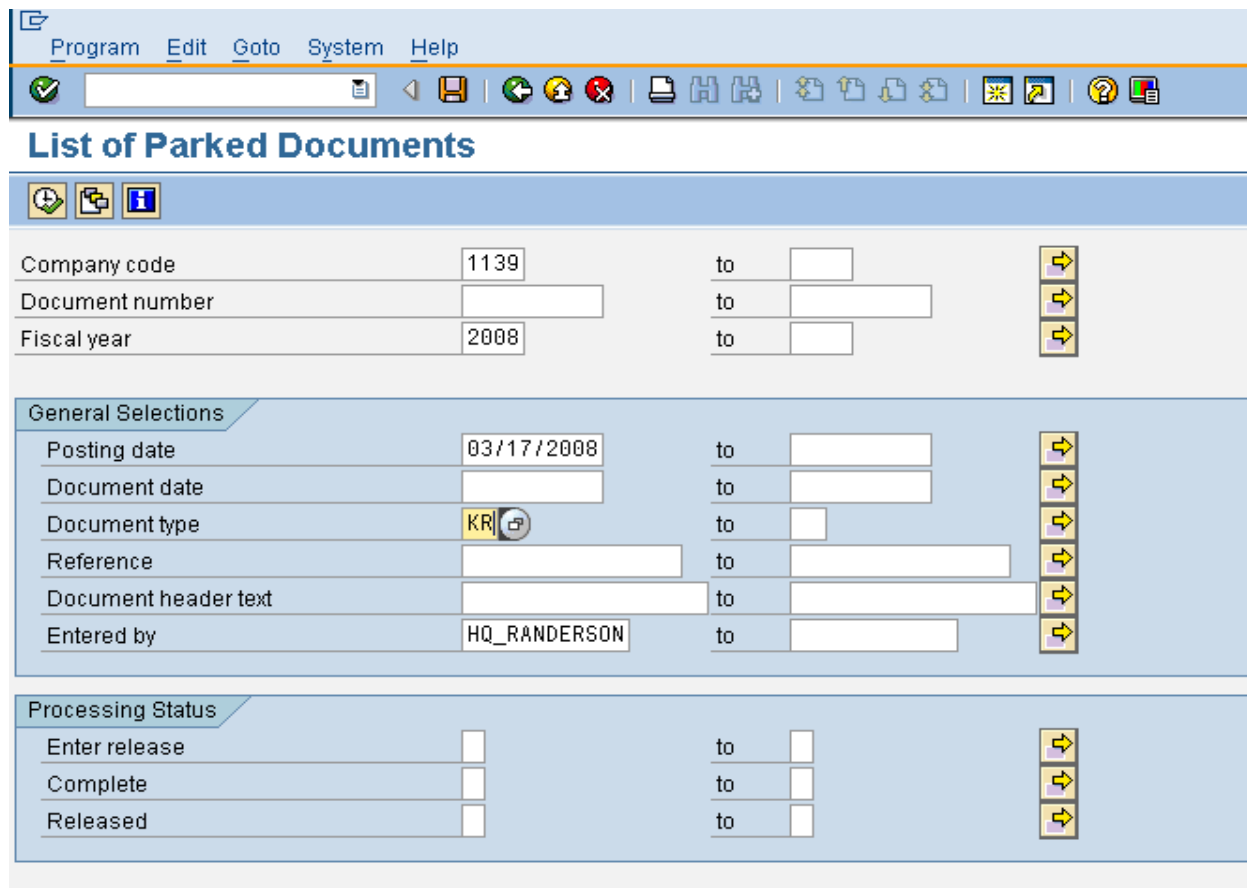
|              |            |
|--------------|------------|
| Company Code | 1139       |
| Doc. Number  | 3500002329 |
| Fiscal Year  | 2008       |

| Field                          | Description/Usage                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------|
| <b>Parked Document: Change</b> |                                                                                          |
| <b>Company code</b>            | Enter the company code for the base/fund in which the document to be changed was parked. |
| <b>Document number</b>         | Enter the document number of the parked document to be changed.                          |
| <b>Fiscal year</b>             | Enter the fiscal year in which the document to be changed was parked.                    |

Press **[Enter]** or the green check mark icon. 

## Beginner Accounts Payable

If the document number is unknown, a list of parked documents is available by clicking on the Document list icon.  Document list



**List of Parked Documents**

Company code: 1139 to

Document number:  to

Fiscal year: 2008 to

**General Selections**

Posting date: 03/17/2008 to

Document date:  to

Document type: KR to

Reference:  to

Document header text:  to

Entered by: HQ\_RANDERSON to

**Processing Status**

Enter release: ☐ to ☐

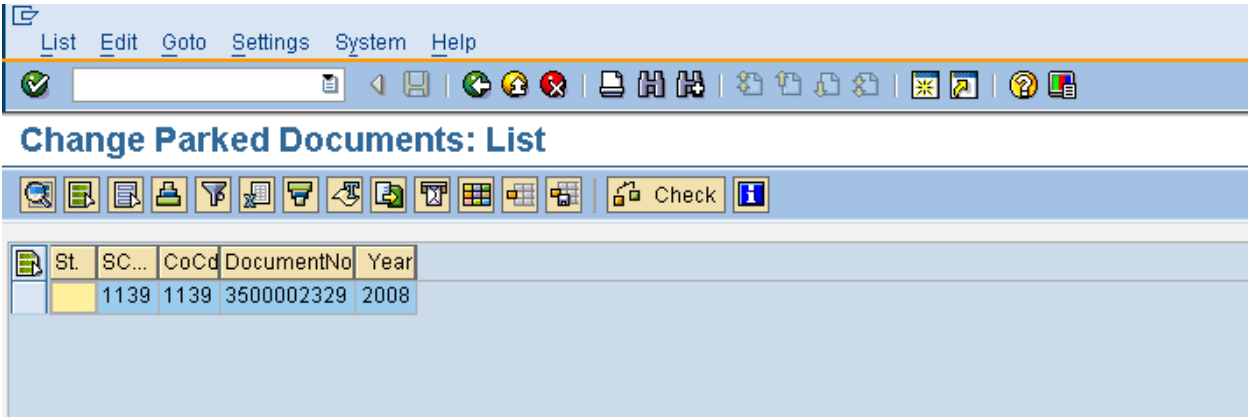
Complete: ☐ to ☐

Released: ☐ to ☐

| Field                          | Description/Usage                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------|
| <b>Parked Document: Change</b> |                                                                                          |
| <b>Company code</b>            | Enter the company code for the base/fund in which the document to be changed was parked. |
| <b>Fiscal year</b>             | Enter the fiscal year in which the document to be changed was parked.                    |
| <b>Posting date</b>            | Enter the posting date used, if known.                                                   |
| <b>Document Type</b>           | Enter the document type, if known.                                                       |
| <b>Entered by</b>              | Enter the User ID of the user who entered the parked document, if known.                 |

Click the Execute icon. 

A list of parked documents meeting the previous criteria will be displayed.



Double-click on the document that needs to be changed.

## Beginner Accounts Payable

The document appears in the Overview section.

**Change Parked Document: Overview**

Document Date: 03/17/2008    Type: KR    Company Code: 1139  
Posting Date: 03/17/2008    Period: 6    Currency: USD  
Document Number: 3500002329    Fiscal Year: 2008    Translatn Date: 03/17/2008  
Reference: ITEST034-A  
Doc.Header Text:    Texts exist: ☐    Net entry: ☐

| Itm | PK | CoCd | Account    | Description           | CostCr | Order | Amount    |
|-----|----|------|------------|-----------------------|--------|-------|-----------|
| 001 | 31 | 1139 | 4000000010 | AMERICAN HOTEL REGIST |        |       | 2,369.00- |

D 0.00    C 2,369.00    Itm 1    2,369.00-

Other line items

PstKy: ☐    Account:     SGL Ind: ☐    TType:     New co.code:

Changes can be made to the following:

- Reference
- Doc head text
- Add more lines

If a line item that has already been entered needs to be changed, double click on it.

New line items can also be added at the bottom of the screen:

- Pst key
- Indicate GL account

**OR**

Click on 'Fast Data Entry'.

Once all changes have been made, be sure to save them by clicking the Save icon (called Park document here). 

To exit this transaction without saving changes, click on .



**IMPORTANT  
NOTE:**

Saving the changed document does ***not*** post the document to the GL!  
After the document is saved you will get a message saying, "Preliminarily posted document 3XXXXXXXXX was changed". To post the document, see section on **POST PARKED DOCUMENTS**.

## Change Parked Documents Header

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT > PARKED DOCUMENT > CHANGE HEADER**

Transaction code: **FBV4**

Document Edit Goto System Help

Change Parked Document (Header): Initial Screen

Document list Editing Options

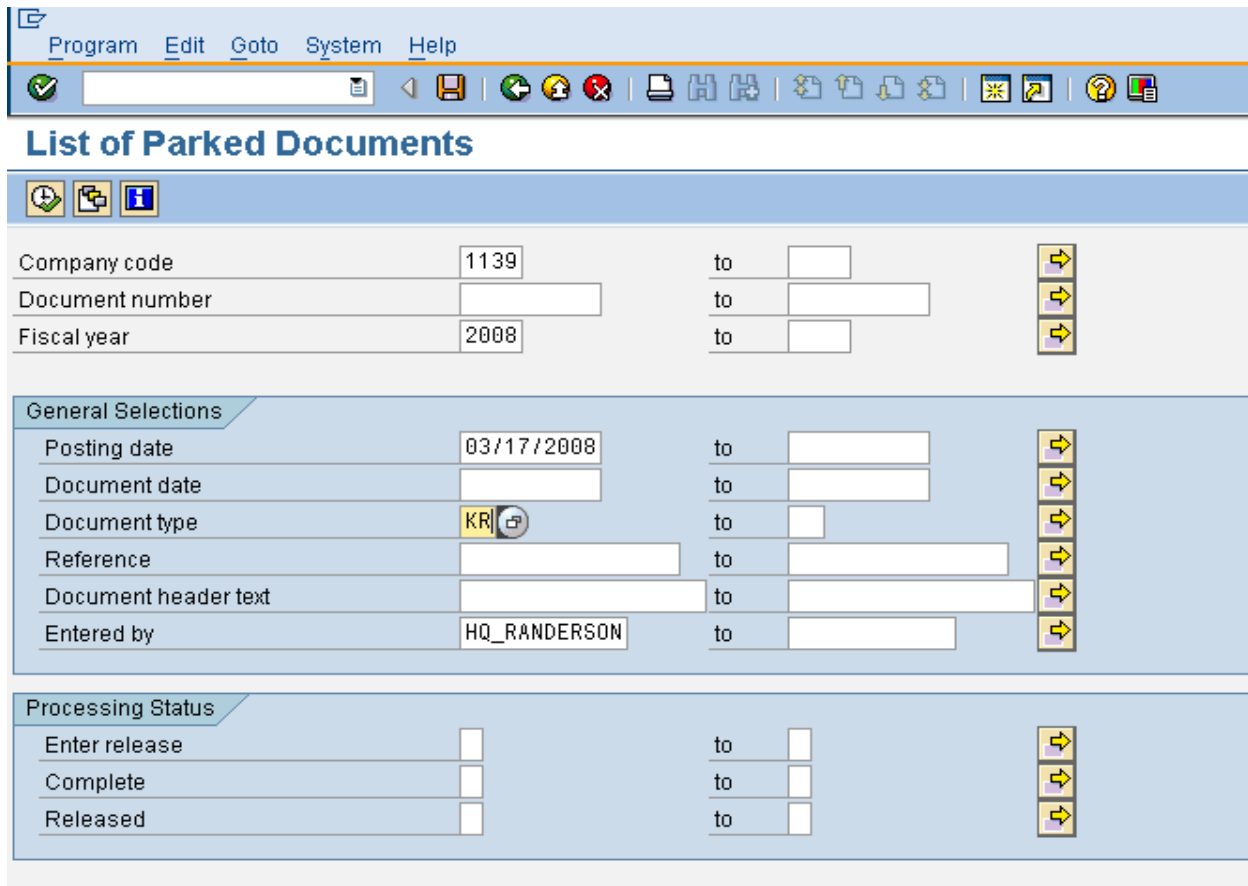
Key for Parking

|              |            |
|--------------|------------|
| Company Code | 1139       |
| Doc. Number  | 3500002329 |
| Fiscal Year  | 2008       |

| Field                                         | Description/Usage                                                                        |
|-----------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Change Parked Document: Initial Screen</b> |                                                                                          |
| <b>Document number</b>                        | Enter the document number of the parked document to be changed.                          |
| <b>Company code</b>                           | Enter the company code for the base/fund in which the document to be changed was parked. |
| <b>Fiscal year</b>                            | Enter the fiscal year in which the document to be changed was parked.                    |

Press **[Enter]** or the green check mark. ☐

If the document number is unknown, a list of parked documents is available by clicking on the Document list icon.  Document list



|                 |      |    |  |                                                                                     |
|-----------------|------|----|--|-------------------------------------------------------------------------------------|
| Company code    | 1139 | to |  |  |
| Document number |      | to |  |  |
| Fiscal year     | 2008 | to |  |  |

|                           |                                                                                      |    |  |                                                                                       |
|---------------------------|--------------------------------------------------------------------------------------|----|--|---------------------------------------------------------------------------------------|
| <b>General Selections</b> |                                                                                      |    |  |                                                                                       |
| Posting date              | 03/17/2008                                                                           | to |  |    |
| Document date             |                                                                                      | to |  |    |
| Document type             | KR  | to |  |    |
| Reference                 |                                                                                      | to |  |   |
| Document header text      |                                                                                      | to |  |  |
| Entered by                | HQ_RANDERSON                                                                         | to |  |  |

|                          |                          |    |                          |                                                                                       |
|--------------------------|--------------------------|----|--------------------------|---------------------------------------------------------------------------------------|
| <b>Processing Status</b> |                          |    |                          |                                                                                       |
| Enter release            | <input type="checkbox"/> | to | <input type="checkbox"/> |  |
| Complete                 | <input type="checkbox"/> | to | <input type="checkbox"/> |  |
| Released                 | <input type="checkbox"/> | to | <input type="checkbox"/> |  |

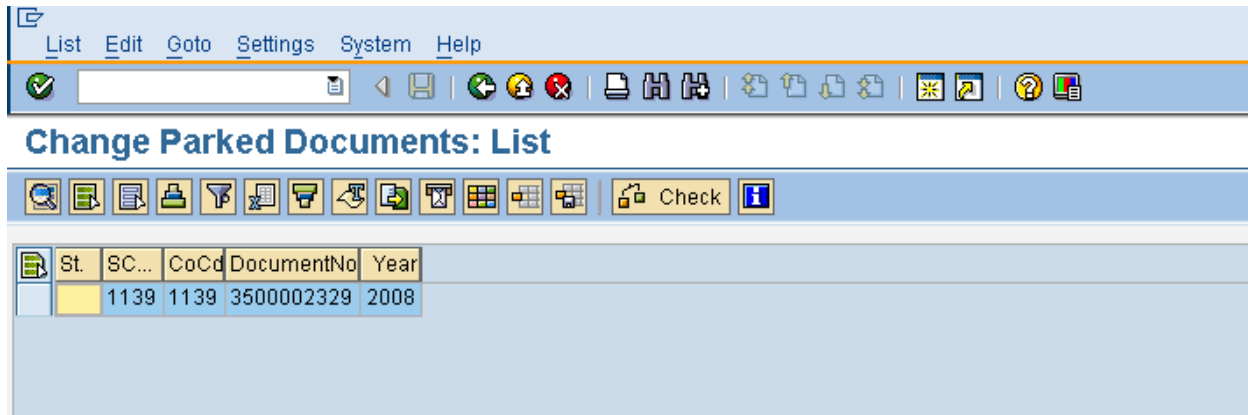
| Field                          | Description/Usage                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------|
| <b>Parked Document: Change</b> |                                                                                          |
| <b>Company code</b>            | Enter the company code for the base/fund in which the document to be changed was parked. |
| <b>Fiscal year</b>             | Enter the fiscal year in which the document to be changed was parked.                    |
| <b>Posting date</b>            | Enter the posting date used, if known.                                                   |
| <b>Document Type</b>           | Enter the document type, if known.                                                       |
| <b>Entered by</b>              | Enter the User ID of the user who entered the parked document, if known.                 |

Click the Execute icon. 

## Beginner Accounts Payable

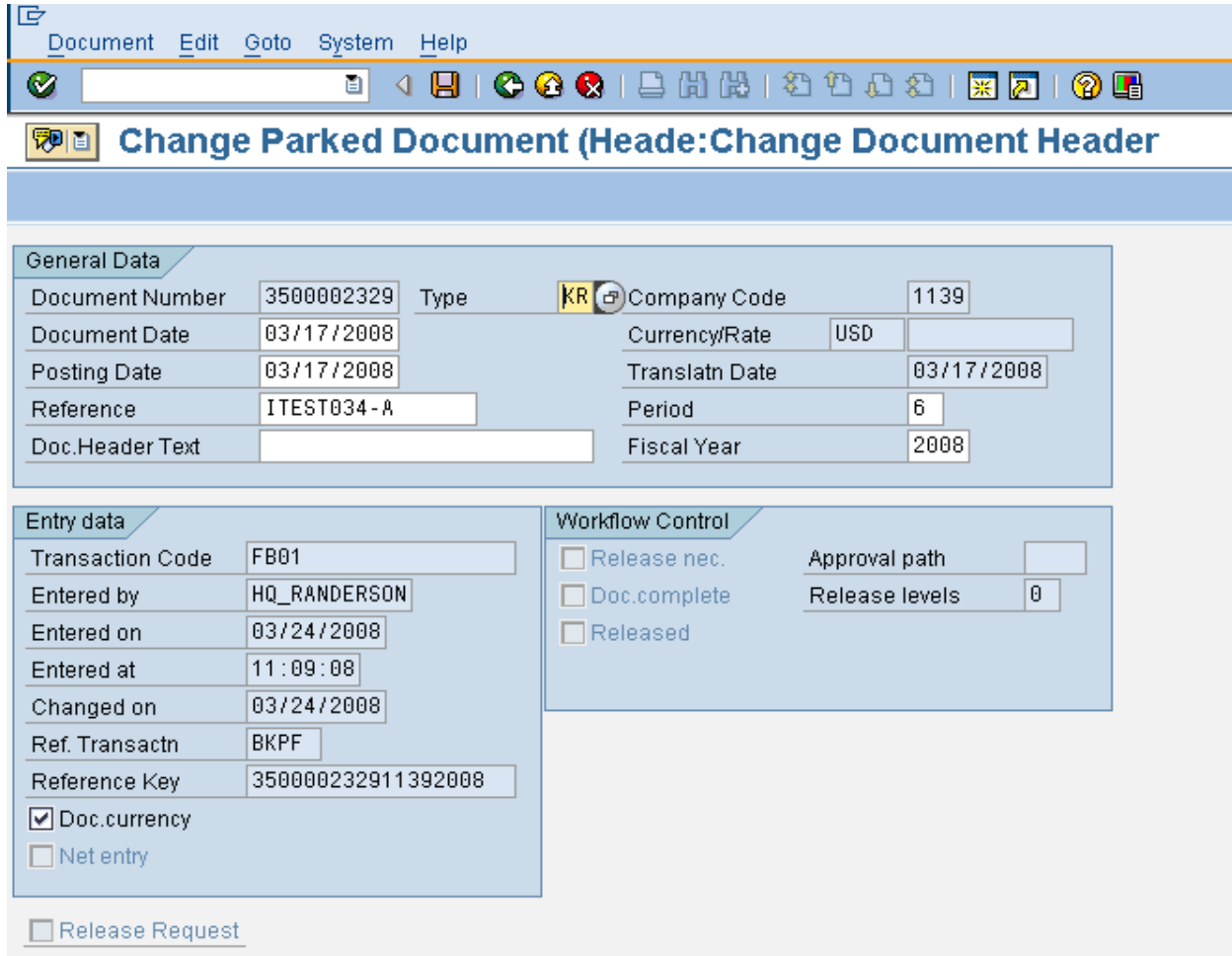
---

A list of parked documents meeting the previous criteria will be displayed.



Double-click on the document that needs to be changed.

The document header portion will appear.



**Change Parked Document (Header: Change Document Header)**

**General Data**

|                 |            |                |            |              |      |
|-----------------|------------|----------------|------------|--------------|------|
| Document Number | 3500002329 | Type           | KR         | Company Code | 1139 |
| Document Date   | 03/17/2008 | Currency/Rate  | USD        |              |      |
| Posting Date    | 03/17/2008 | Translatn Date | 03/17/2008 |              |      |
| Reference       | ITEST034-A | Period         | 6          |              |      |
| Doc.Header Text |            | Fiscal Year    | 2008       |              |      |

**Entry data**

|                                                  |                    |
|--------------------------------------------------|--------------------|
| Transaction Code                                 | FB01               |
| Entered by                                       | HQ_RANDERSON       |
| Entered on                                       | 03/24/2008         |
| Entered at                                       | 11:09:08           |
| Changed on                                       | 03/24/2008         |
| Ref. Transactn                                   | BKPF               |
| Reference Key                                    | 350000232911392008 |
| <input checked="" type="checkbox"/> Doc.currency |                    |
| <input type="checkbox"/> Net entry               |                    |

**Workflow Control**

|                                       |                |   |
|---------------------------------------|----------------|---|
| <input type="checkbox"/> Release nec. | Approval path  |   |
| <input type="checkbox"/> Doc.complete | Release levels | 0 |
| <input type="checkbox"/> Released     |                |   |

☐ Release Request

The fields that appear with white backgrounds can be changed. These fields include:

- Document Header Text
- Reference Doc

Once all changes have been made, be sure to save them by clicking the Save icon (called Park document here).

To exit this transaction without saving changes, click on



**IMPORTANT NOTE:**

Saving the changed document does **not** post the document to the GL! After the document is saved you will get a message saying, "Preliminarily posted document 3XXXXXXXXX was changed". To post the document, see section on **POST PARKED DOCUMENTS**.

## **Beginner Accounts Payable**

---

## Display Parked Documents

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT > PARKED DOCUMENTS > DISPLAY**

Transaction code: **FBV3**

| Field                                          | Description/Usage                                                                          |
|------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Display Parked Document: Initial Screen</b> |                                                                                            |
| <b>Company code</b>                            | Enter the document number of the parked document to be displayed.                          |
| <b>Document number</b>                         | Enter the company code for the base/fund in which the document to be displayed was parked. |
| <b>Fiscal year</b>                             | Enter the fiscal year in which the document to be displayed was parked.                    |

Press **[Enter]** or the green check mark icon. 

To view the list of parked documents, click on the  **Document list** icon.

| Field                                          | Description/Usage                                                             |
|------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Display Parked Document: Initial Screen</b> |                                                                               |
| <b>Company code</b>                            | Enter the company code for the base/fund in which the vendor item was posted. |
| <b>Fiscal year</b>                             | Enter the financial year in which the documents are posted to.                |
| <b>Posting date</b>                            | Enter a range of posting dates.                                               |
| <b>Entered by</b>                              | User Id of the user who has entered the parked document.                      |

Press the Execute icon. 

Double click on the document to display it.

Double click on the line items to view the details of each line item.

To exit this transaction, click on  or .

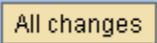
## Display Changes to Parked Documents

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> DOCUMENT > PARKED DOCUMENTS > DISPLAY CHANGES**

Transaction code: **FBV5**

| Field                                                  | Description/Usage                                                                                                |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Display Parked Document Changes: Initial Screen</b> |                                                                                                                  |
| <b>Company code</b>                                    | Enter the document number of the parked document to be displayed.                                                |
| <b>Document number</b>                                 | Enter the company code for the base/fund in which the document to be displayed was parked.                       |
| <b>Fiscal year</b>                                     | Enter the fiscal year in which the document to be displayed was parked.                                          |
| <b>Period of change</b>                                |                                                                                                                  |
| <b>From change date</b>                                | The system only displays changes which were made as of this date. A range of dates is sometimes useful.          |
| <b>Time</b>                                            | The system only displays changes which were made as of this time, if known. A range is best if using this field. |
| <b>Changed by</b>                                      | Enter the user ID of the user who made the change, if known.                                                     |

Press **[Enter]** or the green check mark icon. 

Click on the  icon.

Double click on each line if you wish to view the details for the changes.

## Delete Parked Documents

**Parked documents are deleted when:**

1. The concerned cost center manager and/or division manager, for valid reasons, does not approve an invoice.
2. An erroneous bill forwarded F&FR is discovered after routing.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE, DOCUMENT > PARKED DOCUMENTS > POST/DELETE**

Transaction code: **FBV0**

| Field                                       | Description/Usage                                                                        |
|---------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Display Parked Document: Post/Delete</b> |                                                                                          |
| <b>Document number</b>                      | Enter the document number of the parked document to be deleted.                          |
| <b>Company code</b>                         | Enter the company code for the base/fund in which the document to be deleted was parked. |
| <b>Fiscal year</b>                          | Enter the fiscal year in which the document to be deleted was parked.                    |

Press **[Enter]** or the green check mark icon. 

Go to: **“Document > Delete Parked Document”**.

There will be a system message **“Data will be lost. Delete parked document?”** Click on the **[Yes]** icon to delete the parked document.

A System message appears: **“Parked document deleted”**.

## **Post Parked Documents**

Once a parked document is ready for posting, a special procedure must be followed. When editing or making changes to a parked document, the Save icon only serves to save changes to the parked document, **it does not post it to the general ledger!** You must POST a parked document with the following transaction.

Menu Path:    **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE,  
DOCUMENT > PARKED DOCUMENTS > POST/DELETE**

Transaction code: **FBV0**

Press **[Enter]** or the green check mark icon. ☐

| Field                                       | Description/Usage                                                                       |
|---------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Display Parked Document: Post/Delete</b> |                                                                                         |
| <b>Document number</b>                      | Enter the document number of the parked document to be posted.                          |
| <b>Company code</b>                         | Enter the company code for the base/fund in which the document to be posted was parked. |
| <b>Fiscal year</b>                          | Enter the fiscal year in which the document to be posted was parked.                    |

Press **[Enter]** or the green check mark icon ☐

To post the changes made, click on ☐.

To view the list of parked documents, click on the  **Document list** icon.

| Field                                       | Description/Usage                                                                       |
|---------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Display Parked Document: Post/Delete</b> |                                                                                         |
| <b>Company code</b>                         | Enter the company code for the base/fund in which the document to be posted was parked. |
| <b>Fiscal year</b>                          | Enter the fiscal year in which the document to be posted was parked.                    |
| <b>Posting date</b>                         | Leave blank.                                                                            |
| <b>Entered by</b>                           | Enter the User ID of the user who entered the parked document, if known.                |

Select the Execute icon. 

Double click on the document that is to be posted.

Double click on the line items that are to be changed.

Post document by clicking on. 

System message received: **“Parked document is posted”**.

### Reversal of Individual Documents

Documents that have been posted in error or contain amounts, accounts or account assignments (cost centers, internal orders) that are incorrect can easily be reversed. SAP provides functionality to automatically generate a reversal document when the user specifies the original document.

Remember that reversal documents **cannot** be posted to a period that is already closed and the financial statements have already been generated. Generally, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. A different posting date may be specified by the user. It should be in the same accounting period as the original document. If it is determined that an invoice from a previous (closed) period needs to be reversed, you must specify an alternate posting date because the system cannot post to the original.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT > REVERSE > INDIVIDUAL REVERSAL**

Transaction code: **FB08**

Screen: Reverse Document: Header Data

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

|                 |            |
|-----------------|------------|
| Document Number | 3500002048 |
| Company Code    | 1139       |
| Fiscal Year     | 2008       |

Specifications for Reverse Posting

|                 |    |
|-----------------|----|
| Reversal Reason | 01 |
| Posting Date    |    |
| Posting Period  |    |

Check management specifications

|                  |  |
|------------------|--|
| Void reason code |  |
|------------------|--|

| Field                                  | Description/Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reverse Document: Header Data</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Document no.</b>                    | Enter the document number to be reversed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Company code</b>                    | Enter the company code for the base/region in which the document to be reversed was originally posted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Fiscal year</b>                     | Enter the fiscal year in which the document was originally posted. Remember that F&FR uses document numbers that are company code dependant and that reset themselves after they reach the end of the respective number ranges.<br><b>Therefore a unique document can only be found when the document number, company code and fiscal year are specified in combination. This combination is a unique key in the database that identifies a particular document.</b>                                                                                                                                                                                    |
| <b>Reverse posting details</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reversal reason</b>                 | Currently, there are three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are:<br>01 Reversal in current period<br>02 Reversal in closed period (alt posting date)<br>03 Accrual reversal<br><br>Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period. |
| <b>Posting date</b>                    | This field could be left blank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02 - you must indicate the date you want the reversal posted (it CANNOT be in a closed period...it must be a date in the current period you are using). This field should be left blank when using reversal reason code # 01.                                                                                                                                                                                                                                     |
| <b>Posting period</b>                  | Leave this field blank unless the reversal document is to be posted into special period 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Check management specifications</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Void reason code</b>                | Leave blank. Do not use this transaction to reverse check payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Click on the  **Display before reversal** icon to see the document for cancellation.

Click on  to go back to the previous screen.

To reverse the document, click on the Save icon. 

**Document number range is 1900000000 to 1999999999. Write the reversing document number on the invoice.**

## Three-way Match Overview

Procuring items on a SAP purchase order is part of the three-way match process. In order for a purchase order to be paid, three things must occur:

### Step 1:

The Procurement Technician must create the purchase order in SAP. In this step there is no accounting impact, although PO items are coded to the appropriate general ledger account and cost center, or asset. For more information, please see the Procurement Beginner manual.

### Step 2:

The Accounts Payable Clerk/Receiving Agent must enter a goods receipt (GR) into SAP. In this step, the goods receipt will match up the information that was entered on the purchase order. If this is a partial shipment, the clerk may modify the quantity, which will leave the GR open until the rest of the shipment is entered. The General Ledger is automatically updated with the general ledger account (i.e. expense or prepaid account), cost center, or asset that was coded on the SAP Purchase Order. The offsetting posting is made to an account called the Goods Receipt/ Invoice Receipt (GR/IR) clearing account (201010). This is known as an accrued liability account. If a freight charge was included on the PO, it will be posted to the Freight clearing account (201012), also an accrued liability account.

|               |                                                                                      |
|---------------|--------------------------------------------------------------------------------------|
| <b>Credit</b> | GR/IR 201010                                                                         |
| <b>Debit</b>  | Expense Account [(701000 (Supplies), 151000 (Inventory), 1710000012 (Asset) Vehicle] |

### Step 3:

The Accounts Payable Clerk receives the invoice. Invoice Verification is the last step of the three-way match process. Transaction code MIRO is used to enter the purchase order number and verify that the amount of the PO that appears on the screen is the amount being invoiced. MIRO must match what was entered at the purchase order level and goods receipt. You are only authorized within AIMS/SAP to accept a +/- 3% variance between the purchase order line item price and the invoice (maximum of \$25 per line item) for a **prime vendor**, except for assets. A 3% variance is **ONLY** tolerated on prime vendors. All other vendor invoices are required to match the purchase order. A price difference greater than 3% requires a purchase order modification (this necessitates a return to the Procurement Department). The only exception is a variance due to freight. The following entry is posted, once the invoice is saved.

|               |                                                                      |
|---------------|----------------------------------------------------------------------|
| <b>Credit</b> | Vendor "4/XXX" which in turn credits the correct GL account (201000) |
| <b>Debit</b>  | 201010 - GR/IR Clearing Account                                      |

## **Goods Receipt**

The goods receipt should be verified against the corresponding purchase order to ensure the correct goods and quantity are received.

For all system generated purchase orders, the Accounts Payable Technician will directly enter the goods receipt into the system. Based on local connectivity and staffing requirements, it is possible for persons other than the Accounting staff to enter the goods receipt into the system. The Receiving Agent (or warehouse person) may be given authorization to enter the goods receipt in the AIMS system - this is a local decision.

### **F&FR:**

Until such time that the warehouse and facility staffs have access to AIMS and the goods receipt function, the following procedure should be used:

#### **Purchasing/Receiving Agent**

1. Upon receipt of all goods, the goods receipt copy of the purchase order is signed/dated by the receiving agent and forwarded to the Accounting Office.
2. In cases of partial receipts, the receiving copy should be flagged as “**partial**” and forwarded to the Accounting Office. When all goods are received, a final goods receipt can be signed and forwarded to the accounting office with a notation of “**complete**” or “**complete delivery**”.

#### **Accounting Office**

3. Goods Receipt is checked to ensure the Goods Receipt has been signed and dated.
4. Goods Receipts are entered into the SAP system.
5. Goods Receipts document number should be noted on the Purchase order copy.

## Beginner Accounts Payable

---

**NOTE:**

Goods receipts may also be entered into the system where there is no receiving copy in the following instances:



Vendor's invoice has been signed by an authorizing departmental person acknowledging receipt of the goods.

Verbal assurance has been given by the receiving officer that the goods are received (In this case a memorandum would be signed attesting to the fact that the goods are received).

## STEP 2 - Three Way Match Process: Goods Receipt

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > FOLLOW-ON FUNCTIONS > GOODS RECEIPT**

Transaction code: **MB01**

Goods Receipt   Edit   Goto   Movement Type   Environment   System   Help

**Goods Receipt for Purchase Order: Initial Screen**

Adopt + Details   Purchase Orders...   PO Unknown   WM Parameters...

Document Date: 12/14/2007   Posting Date: 12/14/2007

Delivery Note:   Bill of Lading:

Doc. Header Text:   GR/GI Slip No.:

**Defaults for Document Items**

Movement Type: 101

Purchase Order: 4500040555

Site: 3813   Reason for Movement:

Storage Location: 0001   ☐ Suggest Zero Lines

**GR/GI Slip**

☒ Print   ☐ Individual Slip   ☒ Collective Slip

## Beginner Accounts Payable

| Field                                                   | Description/Usage                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goods Receipt for Purchase Order: Initial screen</b> |                                                                                                                                                                                                                                                                                                                                   |
| <b>Document date</b>                                    | The document date is the date on which the original document was issued.                                                                                                                                                                                                                                                          |
| <b>Posting date</b>                                     | Enter the Delivery Date.                                                                                                                                                                                                                                                                                                          |
| <b>Delivery note</b>                                    | Leave blank.                                                                                                                                                                                                                                                                                                                      |
| <b>Bill of lading</b>                                   | Number identifying the bill of lading of the goods that have been received. The bill of lading is the document issued by the sender that accompanies the goods. Normally left blank.                                                                                                                                              |
| <b>Doc. header text</b>                                 | The document header text contains explanations or notes that apply to the document as a whole, not just for certain line items.                                                                                                                                                                                                   |
| <b>GR/GI slip no.</b>                                   | Leave blank                                                                                                                                                                                                                                                                                                                       |
| <b>Defaults for document items</b>                      |                                                                                                                                                                                                                                                                                                                                   |
| <b>Movement type</b>                                    | Enter '101' for a goods receipt.                                                                                                                                                                                                                                                                                                  |
| <b>Purchase order</b>                                   | Enter the relevant purchase order number to which the goods receipt or goods return relates. The purchase order number should to be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouse). |
| <b>Site</b>                                             | Enter the site to which the goods are being received or from which they are being returned.                                                                                                                                                                                                                                       |
| <b>Reason for movement</b>                              | Leave this field blank while processing a Goods Receipt.                                                                                                                                                                                                                                                                          |
| <b>Storage location</b>                                 | Leave this field blank.                                                                                                                                                                                                                                                                                                           |
| <b>Suggest zero lines</b>                               | Leave this field blank.                                                                                                                                                                                                                                                                                                           |
| <b>GR/GI slip</b>                                       |                                                                                                                                                                                                                                                                                                                                   |
| <b>Print</b>                                            | Check this box if you want to print the goods receipt.                                                                                                                                                                                                                                                                            |
| <b>Collective slip</b>                                  | Leave the default value.                                                                                                                                                                                                                                                                                                          |

Press **[Enter]** or the green check mark ☐ to continue.

Goods Receipt Edit Goto Movement Type Environment System Help

Goods Receipt for PO: Selection Screen 0001 / 0003

Adopt + Details Purchase Orders...

Posting Date 12/14/2007

| Item                                | Quantity            | EUn   | Article             | Site | SLoc       | PO  | Item | S | DCI |
|-------------------------------------|---------------------|-------|---------------------|------|------------|-----|------|---|-----|
| BUn                                 | Article Description | Batch | R                   | MvT  | S          | S   |      |   |     |
| <input checked="" type="checkbox"/> | 1                   | 1     | EA                  | 3813 | 4500040555 | 1   |      |   |     |
|                                     |                     |       | RENTAL TRUCK TYPE A |      |            | 101 | +    |   |     |
| <input checked="" type="checkbox"/> | 2                   | 3     | EA                  | 3813 | 4500040555 | 2   |      |   |     |
|                                     |                     |       | RENTAL TRUCK TYPE B |      |            | 101 | +    |   |     |
| <input checked="" type="checkbox"/> | 3                   | 1     | EA                  | 3813 | 4500040555 | 3   |      |   |     |
|                                     |                     |       | RENTAL TRUCK TYPE C |      |            | 101 | +    |   |     |

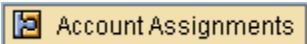
| Field                                                   | Description/Usage                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goods Receipt for PO: Selection screen 0001/XXXX</b> |                                                                                                                                                                                                                                                                                                                                 |
| <b>Item</b>                                             | Make sure that the checkbox beside the item is flagged. The system defaults a value from the purchase order. In cases of partial shipments where one of the line items order was NOT received, remember to "unflag" the checkbox beside the line item. In other words, if you did <b>NOT</b> receive the item, unflag this box. |
| <b>Quantity</b>                                         | Enter the quantity to be receipted, in the unit of entry.<br>The quantity is automatically converted to the stockkeeping unit of measure.<br>The system defaults a value from the purchase order.<br>In cases of partial shipments, <b>remember to change the default quantity to the amount actually received.</b>             |
| <b>EUn</b>                                              | Unit of measure in which the goods movement or inventory count is entered. The system defaults a value from the purchase order. <b>Be sure the value from the PO is correct before continuing.</b>                                                                                                                              |
| <b>Delivery completed</b>                               | Flag this indicator if the goods receipt is expected to be the final delivery (i.e. the purchase order quantity has been fully received or when no further shipments are expected).                                                                                                                                             |
| <b>Stock type</b>                                       | Leave this field blank.                                                                                                                                                                                                                                                                                                         |

## Beginner Accounts Payable

---

To display the goods receipt document in detail, press the **[Adopt + Details]** push-button.

### Reviewing G/L Accounts & Cost Center Before Posting:

To display the G/L accounts and the cost centers that were selected when creating the purchase order, before posting occurs, select Environment, Purchase order.  To get back, press the green arrow. 

Click the SAVE icon  to post the Goods Receipt.

The following message will appear: **“Document 50XXXXXXXX posted”**.



#### NOTE:

Posting of the goods receipt document results in an entry being recorded to the general ledger. This entry records the liability of the F&FR activity (to pay the vendor for the goods/service) on the balance sheet. The following entry is made:

**Debit:        XXXXXX (Expense, Inventory or Asset Account)**

**Credit:      201010 (GR/IR Clearing)**

## Partial Receipts

Sometimes a vendor does not ship all of the goods ordered on a purchase order. However, the goods that do arrive need to be receipted in SAP. This can be done by a partial receipt. This is the reason that it is VERY IMPORTANT to list everything ordered on the PO. Do NOT enter one line item as “See Attached” and one LOT (or EACH, CASE, etc). You will not be able to process a partial receipt.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > FOLLOW-ON FUNCTIONS > GOODS RECEIPT**

Transaction code: **MB01**

Goods Receipt   Edit   Goto   Movement Type   Environment   System   Help

**Goods Receipt for Purchase Order: Initial Screen**

Adopt + Details   Purchase Orders...   PO Unknown   WM Parameters...

Document Date: 01/22/2008   Posting Date: 01/22/2008

Delivery Note:   Bill of Lading:   Doc. Header Text:   GR/GI Slip No.:

**Defaults for Document Items**

Movement Type: 101   Purchase Order: 4500046253   Site: 7100   Storage Location: 0001   Reason for Movement:   ☐ Suggest Zero Lines

**GR/GI Slip**

☒ Print   ☐ Individual Slip   ☒ Collective Slip

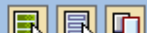
## Beginner Accounts Payable

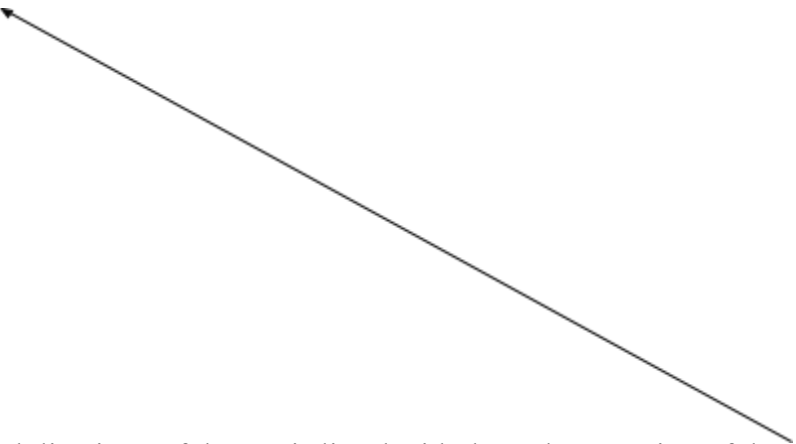
| Field                                                   | Description/Usage                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goods Receipt for Purchase Order: Initial screen</b> |                                                                                                                                                                                                                                                                                                                                   |
| <b>Document date</b>                                    | The document date is the date on which the original document was issued.                                                                                                                                                                                                                                                          |
| <b>Posting date</b>                                     | Enter the Delivery Date.                                                                                                                                                                                                                                                                                                          |
| <b>Delivery note</b>                                    | Leave blank.                                                                                                                                                                                                                                                                                                                      |
| <b>Bill of lading</b>                                   | Number identifying the bill of lading of the goods that have been received. The bill of lading is the document issued by the sender that accompanies the goods. Normally left blank.                                                                                                                                              |
| <b>Doc. header text</b>                                 | The document header text contains explanations or notes that apply to the document as a whole, not just for certain line items.                                                                                                                                                                                                   |
| <b>GR/GI slip no.</b>                                   | Leave blank                                                                                                                                                                                                                                                                                                                       |
| <b>Defaults for document items</b>                      |                                                                                                                                                                                                                                                                                                                                   |
| <b>Movement type</b>                                    | Enter '101' for a goods receipt.                                                                                                                                                                                                                                                                                                  |
| <b>Purchase order</b>                                   | Enter the relevant purchase order number to which the goods receipt or goods return relates. The purchase order number should to be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouse). |
| <b>Site</b>                                             | Enter the site to which the goods are being received or from which they are being returned.                                                                                                                                                                                                                                       |
| <b>Reason for movement</b>                              | Leave this field blank while processing a Goods Receipt.                                                                                                                                                                                                                                                                          |
| <b>Storage location</b>                                 | Leave this field blank.                                                                                                                                                                                                                                                                                                           |
| <b>Suggest zero lines</b>                               | Leave this field blank.                                                                                                                                                                                                                                                                                                           |
| <b>GR/GI slip</b>                                       |                                                                                                                                                                                                                                                                                                                                   |
| <b>Print</b>                                            | Check this box if you want to print the goods receipt.                                                                                                                                                                                                                                                                            |
| <b>Collective slip</b>                                  | Leave the default value.                                                                                                                                                                                                                                                                                                          |

Press **[Enter]** or the green check mark ☐ to continue.

|                                                                                                          |                                                                                      |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  <input type="text"/> |  |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

**Goods Receipt for PO: Selection Screen 0001 / 0004**

|                                                                                     |                                                                                                  |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|  | <input type="button" value="Adopt + Details"/> <input type="button" value="Purchase Orders..."/> |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|



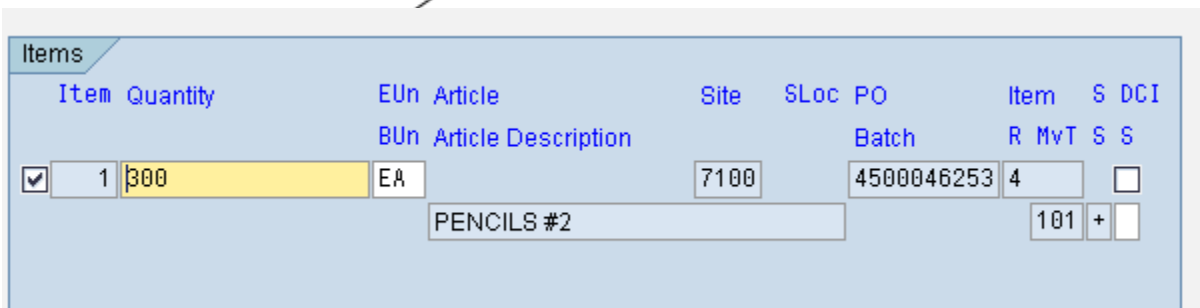
Each line item of the PO is listed with the order quantity. If the goods from the line item were not delivered at all, uncheck the box to the left of the item number.

## Beginner Accounts Payable

---

If part of the goods from the line item were delivered, change the quantity to reflect the amount that was delivered. For example, if line item 4 had 700 pencils delivered, change the quantity from 1,000 to 700.

Once goods have been receipted, SAP will NOT allow you to re-receive them. In the above example, where 700 out of 1,000 pencils were delivered, SAP will only allow you to receive 300 the next time you do a Goods Receipt.



The screenshot shows the SAP 'Items' table. The first line item is highlighted in yellow. It has a checkmark in the selection column, a quantity of 300, and a description of 'PENCILS #2'. The table includes columns for Item, Quantity, EUn Article, Site, SLoc, PO, Batch, Item, S, DCI, R, MvT, S, and S.

| Item       | Quantity | EUn Article | Site | SLoc | PO         | Batch | Item | S | DCI | R | MvT | S | S     |
|------------|----------|-------------|------|------|------------|-------|------|---|-----|---|-----|---|-------|
| 1          | 300      | EA          | 7100 |      | 4500046253 | 4     |      |   |     |   |     |   |       |
| PENCILS #2 |          |             |      |      |            |       |      |   |     |   |     |   | 101 + |

Once you are satisfied that all goods are marked properly, click  to save the document. Be sure to write down the document number.

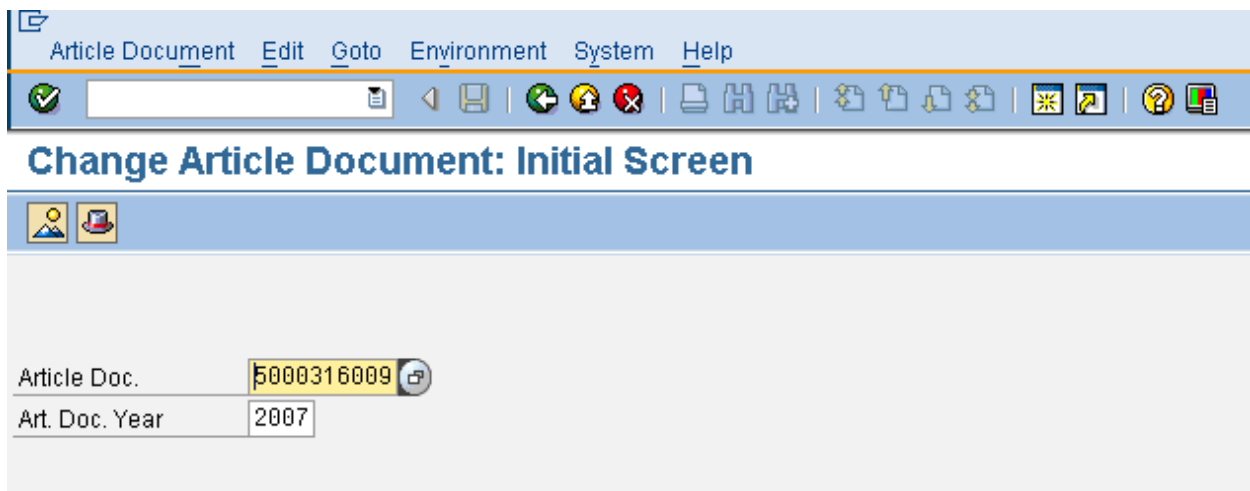
## Change Goods Receipt

Very few fields on a goods receipt can be changed. The fields that may be changed include the document header text and the item text. All other fields such as quantity and date cannot be changed. If these other fields require changing, the goods receipt should be reversed using Movement Type 102 (see the following section).

In cases where merchandise is returned to the vendor, enter a new goods receipt using Movement Type 122. You will note when using movement type 122, the quantity for each line item returned is marked with a “-” or minus sign signifying its return to the vendor.

Menu path: **LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ARTICLE DOCUMENT > CHANGE**

Transaction code: **MB02**



Article Doc. 5000316009

Art. Doc. Year 2007

| Field                                          | Description/Usage                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Change Article Document: Initial screen</b> |                                                                             |
| <b>Article doc.</b>                            | Enter the document number of the goods receipt that is to be changed.       |
| <b>Art. doc. year</b>                          | Enter the calendar (not fiscal) year in which the goods receipt was posted. |

Press **[Enter]** or the green checkmark  to continue.

## Beginner Accounts Payable

 Article Document Edit Goto Environment System Help

### Change Article Document 5000316009 : Overview

   Details from Item Article Accounting Documents...

Posting Date 12/14/2007 Name HQ\_RANDERSON

Items

| Item | Quantity            | EUn   | Article             | Site | SLoc | PO         | Item | S | DCI                                 |
|------|---------------------|-------|---------------------|------|------|------------|------|---|-------------------------------------|
| BUn  | Article Description | Batch | R                   | MvT  | S    | S          |      |   |                                     |
| 1    | 1                   | EA    |                     | 3813 |      | 4500040555 | 1    |   | <input checked="" type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE A |      |      |            | 101  | + |                                     |
| 2    | 3                   | EA    |                     | 3813 |      | 4500040555 | 2    |   | <input checked="" type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE B |      |      |            | 101  | + |                                     |
| 3    | 1                   | EA    |                     | 3813 |      | 4500040555 | 3    |   | <input checked="" type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE C |      |      |            | 101  | + |                                     |

| Field                                        | Description/Usage |
|----------------------------------------------|-------------------|
| Change Article Document XXXXXXXXXX: Overview |                   |
| All fields                                   | Display only      |

Menu Path:   **Go to > Additional functions > Header**

Article Document   Edit   Goto   Environment   System   Help

**Change Article Document 5000316009 : Header**

Document Date12/14/2007Posting Date12/14/2007

Art. Doc. Year2007Time of Entry08:16:36

Entry Date12/21/2007

Transaction/Event

Trans./Ev. TypeWE Goods Receipt for Purchase Order

Doc.Header TextNameHQ\_RANDERSON

☒ Print

☐ Individual Slip

☒ Collective Slip

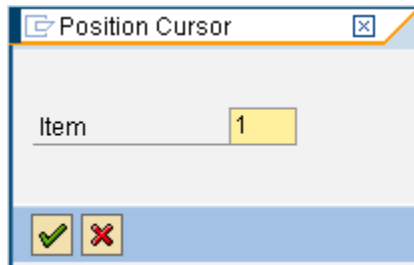
| Field                                             | Description/Usage                                                                                                           |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Change Article Document XXXXXXXXXX: Header</b> |                                                                                                                             |
| <b>Doc header text</b>                            | The document header text contains explanations or notes that apply to the document as a whole, not just certain line items. |

Click the green arrow back  to return to the previous screen.

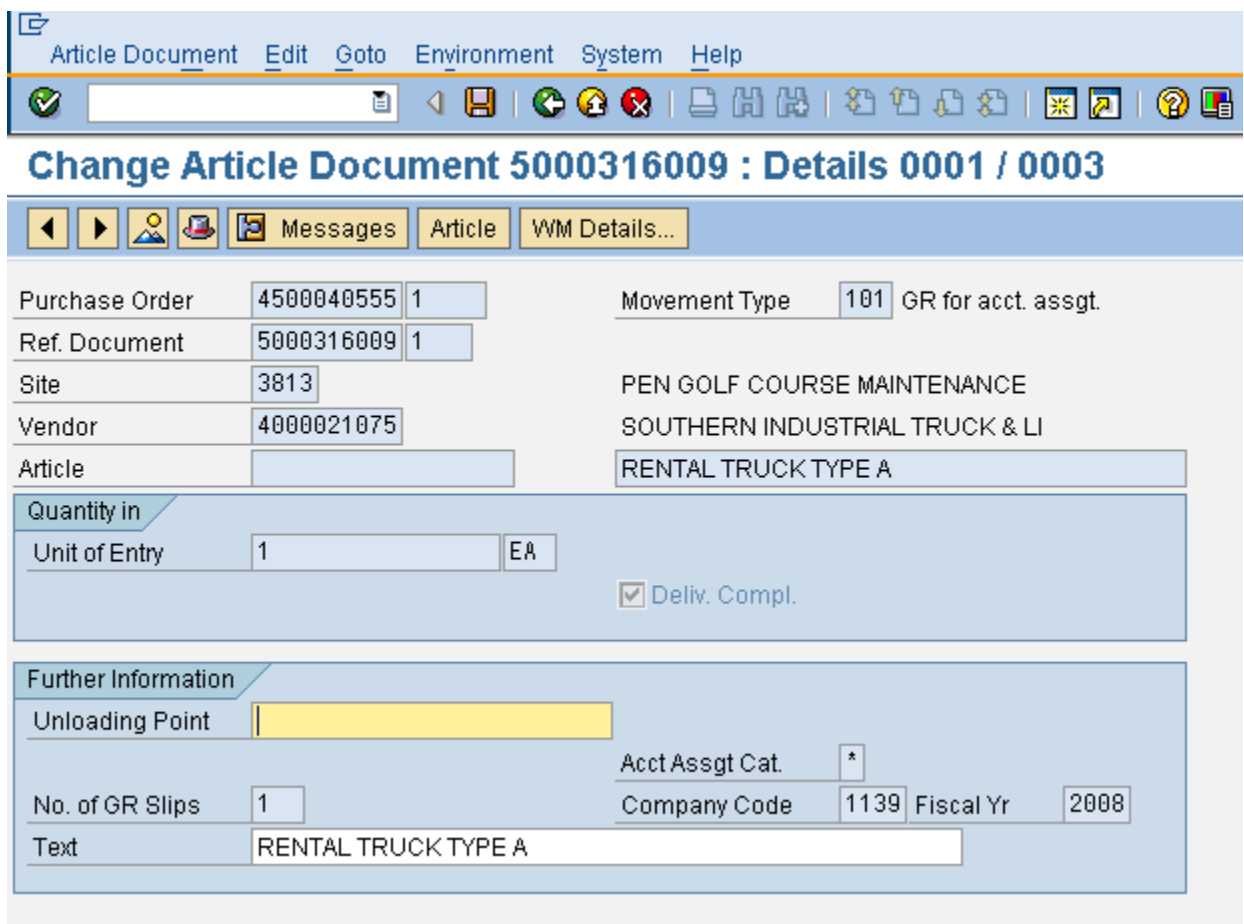
## Beginner Accounts Payable

Menu Path: **Go to > Details from item**

Enter the line item to be changed and press **[Enter]** or the green check mark.



A small dialog box titled "Position Cursor" with a close button (X) in the top right corner. It contains a label "Item" followed by a text input field containing the number "1". At the bottom, there are two buttons: a green checkmark and a red X.



A screenshot of a software interface for "Change Article Document 5000316009 : Details 0001 / 0003". The interface has a menu bar (Article Document, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are tabs for Messages, Article, and WM Details... The main area contains several data fields:

|                |            |   |               |     |                                |
|----------------|------------|---|---------------|-----|--------------------------------|
| Purchase Order | 4500040555 | 1 | Movement Type | 101 | GR for acct. assgt.            |
| Ref. Document  | 5000316009 | 1 |               |     |                                |
| Site           | 3813       |   |               |     | PEN GOLF COURSE MAINTENANCE    |
| Vendor         | 4000021075 |   |               |     | SOUTHERN INDUSTRIAL TRUCK & LI |
| Article        |            |   |               |     | RENTAL TRUCK TYPE A            |

Quantity in

|               |   |    |
|---------------|---|----|
| Unit of Entry | 1 | EA |
|---------------|---|----|

☒ Deliv. Compl.

Further Information

|                 |                     |  |                 |      |           |      |
|-----------------|---------------------|--|-----------------|------|-----------|------|
| Unloading Point |                     |  | Acct Assgt Cat. | *    |           |      |
| No. of GR Slips | 1                   |  | Company Code    | 1139 | Fiscal Yr | 2008 |
| Text            | RENTAL TRUCK TYPE A |  |                 |      |           |      |

| Field                                                          | Description/Usage                                                            |
|----------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Change Article document XXXXXXXXXX: Details 0001 / 0002</b> |                                                                              |
| <b>Text</b>                                                    | The text may contain explanations or notes that apply to certain line items. |

Click  to save the changed Goods Receipt

The following message will appear: **“Document 50XXXXXXXX changed”**.

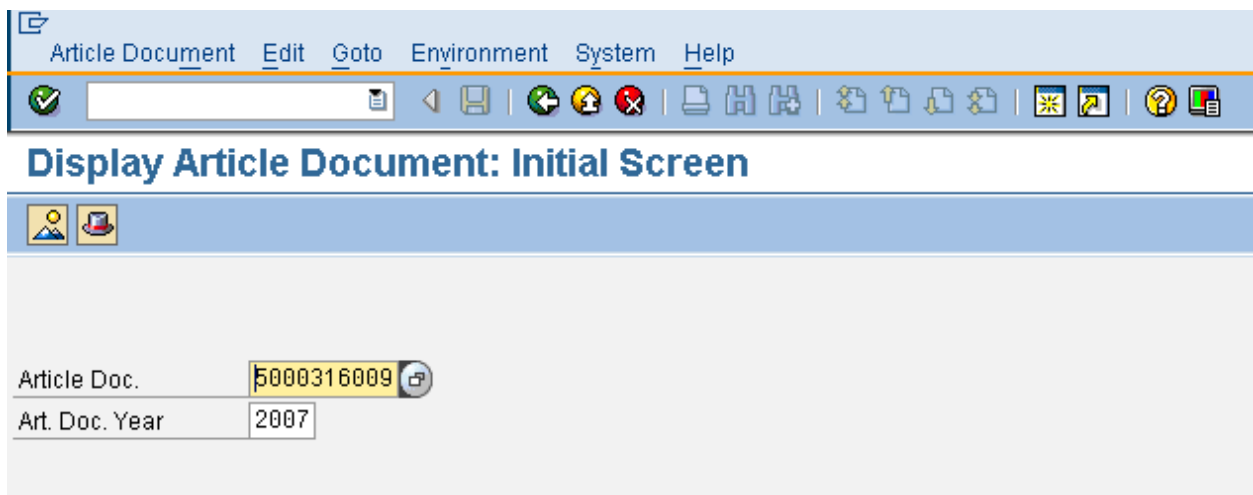
## Beginner Accounts Payable

---

### Display Goods Receipt

Menu path: **LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ARTICLE DOCUMENT > DISPLAY**

Transaction code: **MB03**



Article Doc. 5000316009

Art. Doc. Year 2007

| Field                                           | Description/Usage                                                           |
|-------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Display Article Document: Initial Screen</b> |                                                                             |
| <b>Article doc</b>                              | Enter the document number.                                                  |
| <b>Art. doc. year</b>                           | Enter the calendar (not fiscal) year in which the goods receipt was posted. |

Press **[Enter]** or the green checkmark  to continue.

Article Document Edit Goto Environment System Help

Display Article Document 5000316009 : Overview

Details from Item Article Accounting Documents...

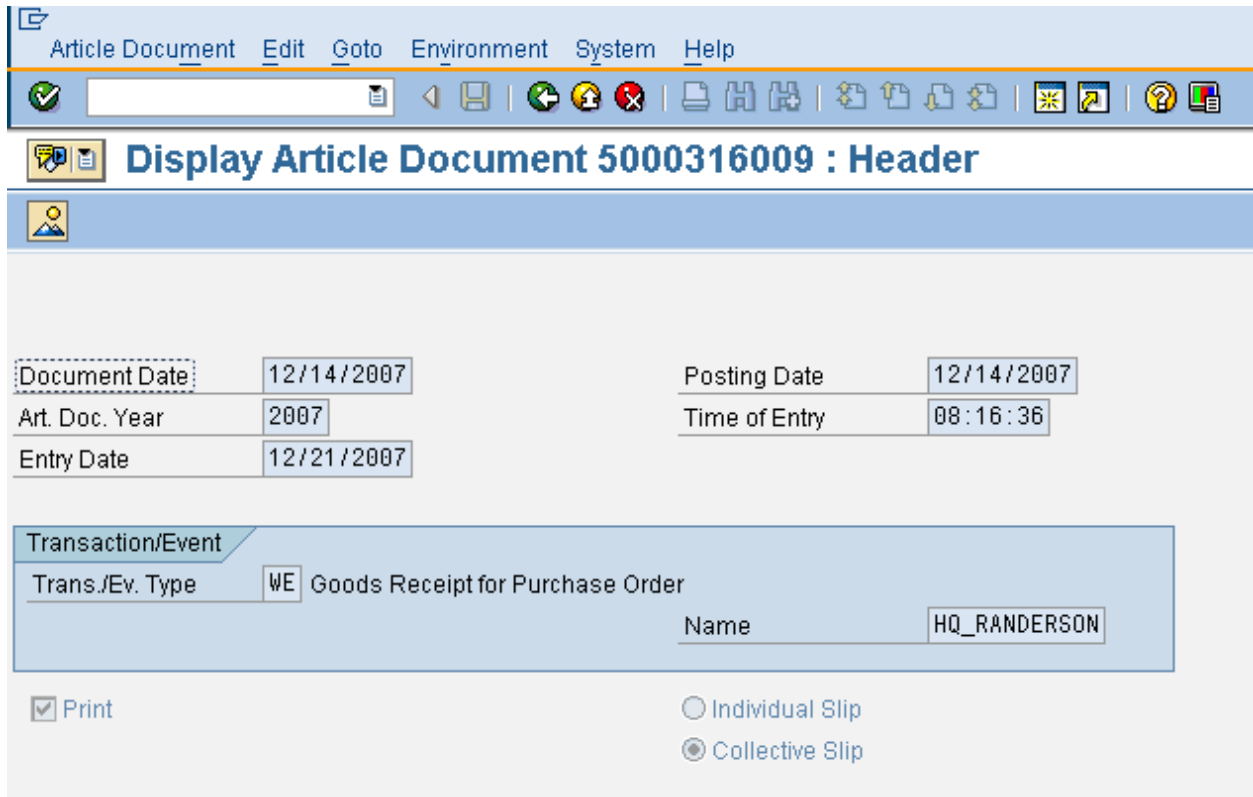
Posting Date: 12/14/2007 Name: HQ\_RANDERSON

| Item | Quantity | EUn | Article             | Site | SLoc | PO         | Item | S   | DCI                                 |
|------|----------|-----|---------------------|------|------|------------|------|-----|-------------------------------------|
|      |          | BUn | Article Description |      |      | Batch      | R    | MvT | S S                                 |
| 1    | 1        | EA  |                     | 3813 |      | 4500040555 | 1    |     | <input checked="" type="checkbox"/> |
|      |          |     | RENTAL TRUCK TYPE A |      |      |            | 101  | +   |                                     |
| 2    | 3        | EA  |                     | 3813 |      | 4500040555 | 2    |     | <input checked="" type="checkbox"/> |
|      |          |     | RENTAL TRUCK TYPE B |      |      |            | 101  | +   |                                     |
| 3    | 1        | EA  |                     | 3813 |      | 4500040555 | 3    |     | <input checked="" type="checkbox"/> |
|      |          |     | RENTAL TRUCK TYPE C |      |      |            | 101  | +   |                                     |

| Field                                         | Description/Usage |
|-----------------------------------------------|-------------------|
| Display Article Document XXXXXXXXXX: Overview |                   |
| Item                                          | Display only.     |
| Quantity                                      | Display only.     |
| EUn                                           | Display only.     |

## Beginner Accounts Payable

Menu Path: **Go to > Additional functions > Header**



Article Document Edit Goto Environment System Help

Display Article Document 5000316009 : Header

Document Date 12/14/2007 Posting Date 12/14/2007

Art. Doc. Year 2007 Time of Entry 08:16:36

Entry Date 12/21/2007

Transaction/Event

Trans./Ev. Type WE Goods Receipt for Purchase Order

Name HQ\_RANDERSON

☒ Print ☐ Individual Slip ☒ Collective Slip

| Field                                       | Description/Usage |
|---------------------------------------------|-------------------|
| Display Article Document XXXXXXXXXX: Header |                   |
| Document date                               | Display only.     |
| Posting date                                | Display only.     |
| Art doc year                                | Display only.     |

Click  to return to the previous screen.

Menu Path: **Go to > Details from item**

Choose the line item to be displayed and click the green checkmark. ☐

Position Cursor

Item

☒ ☐

Article Document Edit Goto Environment System Help

☒

**Display Article Document 5000316009 : Details 0002 / 0003**

Messages WM Details... Article

|                |            |   |               |     |                                |
|----------------|------------|---|---------------|-----|--------------------------------|
| Purchase Order | 4500040555 | 2 | Movement Type | 101 | GR for acct. assgt.            |
| Ref. Document  | 5000316009 | 2 |               |     |                                |
| Site           | 3813       |   |               |     | PEN GOLF COURSE MAINTENANCE    |
| Vendor         | 4000021075 |   |               |     | SOUTHERN INDUSTRIAL TRUCK & LI |
| Article        |            |   |               |     | RENTAL TRUCK TYPE B            |

Quantity in

Unit of Entry

☒ Deliv. Compl.

Further Information

|                 |                     |                 |      |
|-----------------|---------------------|-----------------|------|
| No. of GR Slips | 1                   | Acct Assgt Cat. | *    |
|                 |                     | Company Code    | 1139 |
|                 |                     | Fiscal Yr       | 2008 |
| Text            | RENTAL TRUCK TYPE B |                 |      |

**Beginner Accounts Payable**

---

| Field                                                           | Description/Usage | M/O/D/S |
|-----------------------------------------------------------------|-------------------|---------|
| <b>Display Article Document XXXXXXXXXX: Details 0001 / 0002</b> |                   |         |
| <b>Purchase order</b>                                           | Display only.     | D       |
| <b>Movement type</b>                                            | Display only.     | D       |
| <b>Reference doc</b>                                            | Display only.     | D       |
| <b>Site</b>                                                     | Display only.     | D       |
| <b>Vendor</b>                                                   | Display only.     | D       |
| <b>Article</b>                                                  | Display only.     | D       |
| <b>Unit of entry</b>                                            | Display only.     | D       |
| <b>Acct assgt cat</b>                                           | Display only.     | D       |
| <b>No. of GR slips</b>                                          | Display only.     | D       |
| <b>Company code</b>                                             | Display only.     | D       |
| <b>Fiscal year</b>                                              | Display only.     | D       |
| <b>Text</b>                                                     | Display only.     | D       |

Click  to return to the previous screen.

## Reverse (Cancel) Goods Receipt

This transaction should be used when it is determined that an incorrect Goods Receipt was entered or an error was made during posting.

Menu path: **LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ARTICLE DOCUMENT > CANCEL/REVERSE**

Transaction code: **MBST**

The screenshot shows the SAP 'Cancel Article Document: Initial Screen'. At the top is a menu bar with 'Article Document', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Cancel Article Document: Initial Screen' is displayed in a blue header. Below the title are two buttons: 'Adopt + Details' and 'WM Parameters...'. The form contains several input fields: 'Posting Date' with the value '12/21/2007', 'Article Doc.' with the value '5000316009' and a lock icon, and 'Art. Doc. Year' with the value '2007'. Below these fields is a section titled 'Defaults for Document Items' with a sub-section 'Reason for Mvmt' and an empty input field. At the bottom is a section titled 'GR/IR Slip' with a 'Print' checkbox (checked) and two radio buttons: 'Individual Slip' (unselected) and 'Collective Slip' (selected).

If you want all items selected automatically, click ☐ to adopt.

## Beginner Accounts Payable

Article Document Edit Goto Environment System Help

Cancel Article Document: Collective Processing 0001 / 0003

Posting Date: 12/21/2007

| Item | Quantity            | EUn   | Article             | Site | SLoc | PO         | Item | S | DCI                      |
|------|---------------------|-------|---------------------|------|------|------------|------|---|--------------------------|
| BUn  | Article Description | Batch | R                   | MvT  | S    | S          |      |   |                          |
| 1    | 1                   | EA    |                     | 3813 |      | 4500040555 | 1    |   | <input type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE A |      |      |            | 102  | - |                          |
| 2    | 3                   | EA    |                     | 3813 |      | 4500040555 | 2    |   | <input type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE B |      |      |            | 102  | - |                          |
| 3    | 1                   | EA    |                     | 3813 |      | 4500040555 | 3    |   | <input type="checkbox"/> |
|      |                     |       | RENTAL TRUCK TYPE C |      |      |            | 102  | - |                          |

(You will notice that you cannot select or deselect items to be reversed.)

Otherwise, if you only want to cancel some of the items on the GR from the **initial screen** press **[ENTER]** or choose the ☐.

Article Document Edit Goto Environment System Help

Cancel Article Document: Selection Screen 0001 / 0003

(To deselect, click in the box that corresponds to the line item that you do not want to reverse.)  
Click ☐ to post the reversal.

## Beginner Accounts Payable

### Goods Return

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > FOLLOW-ON FUNCTIONS > GOODS RECEIPT**

Transaction code: **MB01**

Goods Receipt   Edit   Goto   Movement Type   Environment   System   Help

Goods Receipt for Purchase Order: Initial Screen

Adopt + Details   Purchase Orders...   PO Unknown   WM Parameters...

Document Date 12/21/2007   Posting Date 12/21/2007

Delivery Note   Bill of Lading

Doc. Header Text   GR/GI Slip No.

Defaults for Document Items

Movement Type 122

Purchase Order 4500040555

Site 3813   Reason for Movement

Storage Location 0001   ☐ Suggest Zero Lines

GR/GI Slip

☒ Print   ☐ Individual Slip

☒ Collective Slip

| Field                                                   | Description/Usage                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goods Receipt for Purchase Order: Initial screen</b> |                                                                                                                                                                                                                                                                                                               |
| <b>Document date</b>                                    | The document date is the date on which the original document was issued.                                                                                                                                                                                                                                      |
| <b>Posting date</b>                                     | Enter the return date.                                                                                                                                                                                                                                                                                        |
| <b>Delivery note</b>                                    | Leave blank.                                                                                                                                                                                                                                                                                                  |
| <b>Bill of lading</b>                                   | Normally left blank.                                                                                                                                                                                                                                                                                          |
| <b>Doc. header text</b>                                 | The document header text contains explanations or notes that apply to the document as a whole not just for certain line items.                                                                                                                                                                                |
| <b>GR/GI slip no.</b>                                   | Leave blank.                                                                                                                                                                                                                                                                                                  |
| <b>Defaults for document items</b>                      |                                                                                                                                                                                                                                                                                                               |
| <b>Movement type</b>                                    | "122" for a return to vendor.                                                                                                                                                                                                                                                                                 |
| <b>Purchase order</b>                                   | Enter the relevant purchase order number to which the goods return relates. The purchase order number should be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouse). |
| <b>Site</b>                                             | Enter the site from which the goods are being returned.                                                                                                                                                                                                                                                       |
| <b>Reason for movement</b>                              | Enter one of the following codes for a goods return:<br>0001 Poor quality<br>0002 Incomplete<br>0003 Damaged                                                                                                                                                                                                  |
| <b>Storage location</b>                                 | Leave this field blank.                                                                                                                                                                                                                                                                                       |
| <b>Suggest zero lines</b>                               | Leave this field blank.                                                                                                                                                                                                                                                                                       |
| <b>GR/GI slip</b>                                       |                                                                                                                                                                                                                                                                                                               |
| <b>Print</b>                                            | Check this box if you want to print the goods receipt.                                                                                                                                                                                                                                                        |
| <b>Collective slip</b>                                  | Leave the default value.                                                                                                                                                                                                                                                                                      |

Press **[Enter]** or the green checkmark ☐ to continue.

## Beginner Accounts Payable

---

| Field                                                                 | Description/Usage                                                                                            |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Goods Receipt for Purchase Order: Selection screen 0001 / XXXX</b> |                                                                                                              |
| <b>Item</b>                                                           | Make sure that the checkbox beside the item is flagged. The system defaults a value from the purchase order. |
| <b>Quantity</b>                                                       | Enter the quantity to be returned, in the unit of entry.                                                     |
| <b>EUn</b>                                                            | Unit of measure in which the goods movement or inventory count is entered.                                   |
| <b>Delivery completed</b>                                             | Leave blank.                                                                                                 |
| <b>Stock type</b>                                                     | Leave blank.                                                                                                 |

Click the SAVE icon  to post the Goods Return.

The following message will appear: **“Document 50XXXXXXXXX posted”**.

## STEP 3 - Three Way Match Process: Logistics Invoice Verification

This method of invoice verification must be used for all purchase orders.


**NOTE:**

Posting of the invoice results in an entry being recorded to the general ledger. This entry now moves the liability of the F&FR activity (to pay the vendor for the goods/service) to the actual vendor account, creating an “open item” due for payment. The GR/IR account is “cleared”. The following entry is made:

Debit: 201010 (GR/IR Clearing).

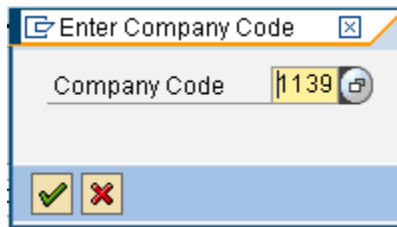
Credit: Vendor Number (or balance sheet account - 201000 - the reconciliation account for most vendors).

Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE**

Transaction code: **MIRO**

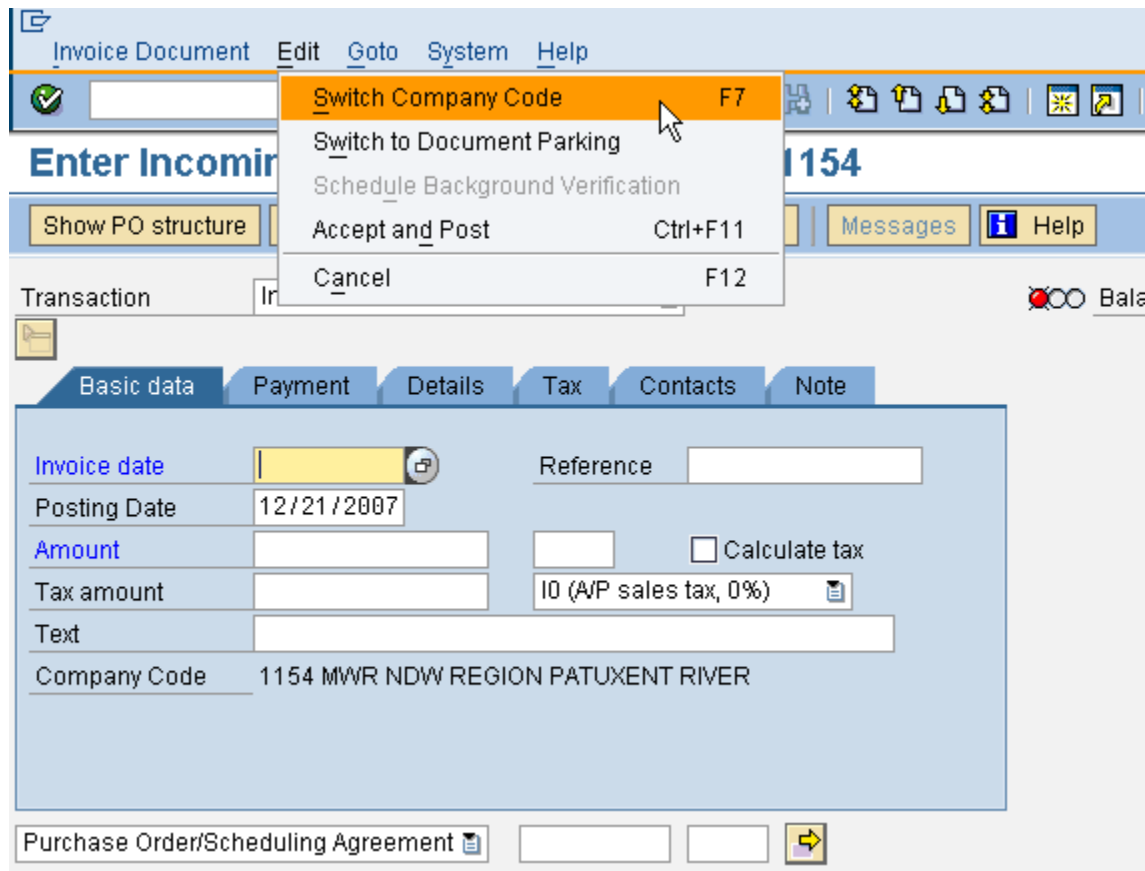
The first time you enter the MIRO t-code after you sign in, SAP will prompt you for a company code. Enter the appropriate company code and press **[Enter]** or the green check mark. ☐

## Beginner Accounts Payable



A small dialog box titled "Enter Company Code" with a close button (X) in the top right corner. It contains a text field labeled "Company Code" with the value "1139" and a small circular icon to its right. At the bottom, there are two buttons: a green checkmark and a red X.

To pay invoices for a different company code after the first invoice is entered, use the menu path and go to **EDIT > SWITCH COMPANY CODE**. This is also helpful if you make a mistake at the beginning.



The main screen of the "Invoice Document" application. The menu bar includes "Invoice Document", "Edit", "Goto", "System", and "Help". The "Edit" menu is open, showing options: "Switch Company Code" (F7), "Switch to Document Parking", "Schedule Background Verification", "Accept and Post" (Ctrl+F11), and "Cancel" (F12). The "Switch Company Code" option is highlighted. Below the menu, the "Enter Incoming Invoice" section is visible. It includes a "Show PO structure" button and a "Transaction" field. The "Basic data" tab is selected, showing fields for "Invoice date", "Posting Date" (12/21/2007), "Amount", "Tax amount", "Text", and "Company Code" (1154 MWR NDW REGION PATUXENT RIVER). There is also a "Reference" field and a "Calculate tax" checkbox. At the bottom, there is a "Purchase Order/Scheduling Agreement" field and a button with a right-pointing arrow.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

Show PO structure Show worklist Hold Simulate Messages

Transaction Subsequent debit

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/28/2008 Reference Amount Tax amount 10 (A/P sales tax, 0%) Text Company Enter Company Code PENSACOLA

Company Code 1139

Purchase ☒ ☐

| Item | Amount | Quantity | Or | Purchase | Item | Procure |
|------|--------|----------|----|----------|------|---------|
|------|--------|----------|----|----------|------|---------|

Enter the new company code on the pop-up screen and press **[Enter]** or the green check mark.

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/28/2008 Reference Amount Tax amount 10 (A/P sales tax, 0%) Text Company Code 8139 VQ COMNAVREG, GULF COAST PENSACOLA

Note that the company code has now changed.

## Beginner Accounts Payable

Information on the invoice is entered via a series of tabs. The first tab is shown below.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

Show PO structure Show worksheet Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date 12/21/2007 Reference E12084

Posting Date 12/21/2007

Amount 11500.00 Calculate tax

Tax amount 10 (A/P sales tax, 0%)

Text

Company Code 1139 MWR GULF COAST PENSACOLA

Purchase Order/Scheduling Agreement 4500040555 Goods/service items + planned deliv

Layout All information

| Item | Amount | Quantity | Or... | Purchase... | Item | Procurement Doc. | PO Text |
|------|--------|----------|-------|-------------|------|------------------|---------|
|      |        |          |       |             |      |                  |         |
|      |        |          |       |             |      |                  |         |
|      |        |          |       |             |      |                  |         |

Enter information in the following fields as specified in the table below:

| Field                                   | Description/Usage                                                                                                                                                      |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Invoice: Company Code 1139</b> |                                                                                                                                                                        |
| <b>Transaction</b>                      | You can choose between the following transactions: Invoice, Credit memo, Subsequent debit, or Subsequent credit. System will default to Invoice – change if necessary. |
| <b>Tab One: Invoice Verification</b>    |                                                                                                                                                                        |
| <b>Invoice date</b>                     | Enter vendor's invoice date.                                                                                                                                           |
| <b>Reference</b>                        | Enter vendor's invoice number.                                                                                                                                         |
| <b>Posting date</b>                     | Enter posting date, defaults to today's date.                                                                                                                          |
| <b>Invoice amount</b>                   | Enter the gross amount on the invoice.                                                                                                                                 |
| <b>Calculate tax</b>                    | DO NOT SELECT. Leave blank.                                                                                                                                            |

## Beginner Accounts Payable

|                                    |                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tax amount</b>                  | Leave blank.                                                                                                                                                                      |
| <b>Tax code</b>                    | Defaults to I0 (Do not change).                                                                                                                                                   |
| <b>Purchase Order Information</b>  | Defaults to Purchase order/scheduling agreement.                                                                                                                                  |
| <b>Purchase order number</b>       | Enter Purchase Order number.                                                                                                                                                      |
| <b>Indicator for Delivery Cost</b> | Defaults to "Goods/Service items + planned delivery costs". By selecting this indicator, the freight/delivery cost will automatically be displayed if the PO has planned freight. |

Once this information has been entered, press **[ENTER]**. You will note that the purchase order line items now appear at the bottom of your screen.

All line items come in **"selected"** or highlighted in **YELLOW**. If one or more of the line items are **NOT** to be included in this payment, "unselect/deselect" them by clicking on the grey box to the left of the line item (they will no longer be **YELLOW**).



### NOTE:

If no line items appear, this usually means that the MIRO invoice was already entered. Open another session of SAP to investigate (look at the vendor's line items, both open and cleared).

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

Show PO structure Show workload Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 12/21/2007 Reference EI2084  
Posting Date 12/21/2007  
Amount 11,500.00 USD Calculate tax  
Tax amount I0 (AVP sales tax, 0%)  
Text  
Paymt terms 15 Days net  
Baseline Date 12/21/2007  
Company Code 1139 MWR GULF COAST PENSACOLA

Vendor 4000021075  
SOUTHERN INDUSTRIAL TRUCK & LIFT REPAIR  
8230 MCCARTY ST  
PENSACOLA FL 32534  
850-477-7778 850-477-4772  
Bank acct 0008155078  
WEST FLORIDA MEDICAL FCU

Purchase Order/Scheduling Agreement 4500040555 Goods/service items + planned deli

Layout All information

| Item | Amount   | Quantity | Or | Purchase   | Item | Procurement Doc. | PO Text   |
|------|----------|----------|----|------------|------|------------------|-----------|
| 1    | 2,500.00 | 1 EA     |    | 4500040555 | 1    |                  | RENTAL TI |
| 2    | 6,000.00 | 3 EA     |    | 4500040555 | 2    |                  | RENTAL TI |
| 3    | 3,000.00 | 1 EA     |    | 4500040555 | 3    |                  | RENTAL TI |

## Beginner Accounts Payable

---

Moving on through the rest of the tabs, select the second tab “**Payment.**”



| Field                                   | Description/Usage                                                                                                                                                                                                                                                                                                |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter Invoice: Company Code 1139</b> |                                                                                                                                                                                                                                                                                                                  |
| <b>Tab Two: Payment</b>                 |                                                                                                                                                                                                                                                                                                                  |
| <b>BaselineDt</b>                       | The default value is populated by the entry made in the document date field. The default value is generally correct but the baseline date can be changed. This date is the date from which the terms of payment are calculated. There can be instances where the document date is different from the Bline date. |
| <b>Payt terms</b>                       | This will default from the purchase order. Select via pull down menu. It can be changed if necessary.                                                                                                                                                                                                            |
| <b>Days</b>                             | Defaults from PO, however changes can be made here. If an invoice has multiple days with multiple discounts, enter the 1 <sup>st</sup> number of days for 1 <sup>st</sup> discount to be taken.                                                                                                                  |
| <b>Discount</b>                         | Enter cash discount if discount is a 'lump sum' vs. a percentage.                                                                                                                                                                                                                                                |
| <b>Days Net</b>                         | System will default from master record, change if necessary.                                                                                                                                                                                                                                                     |
| <b>Pmt meth.</b>                        | System will default from master record, change if necessary.                                                                                                                                                                                                                                                     |

## Beginner Accounts Payable

|                       |                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Pmnt meth.sup.</b> | Characteristic in an open item for the grouping of payments.                                                |
| <b>Pmnt block</b>     | Enter block if necessary.                                                                                   |
| <b>Inv. ref.</b>      | Used for credit memos. Enter SAP/AIMS invoice number if credit memo should be linked/referenced to invoice. |

Click on the “**Details**” tab.

Invoice Document Edit Goto System Help

**Enter Incoming Invoice: Company Code 1139**

Show PO structure Show worklist Hold Simulate Messages

Transaction Invoice

Basic data Payment **Details** Tax Contacts Note

Unpl. Del. Csts  
Currency USD Exch. Rate 1.00000  
Doc. Type Vendor PO invoice Inv. Party 4000021075  
Assignment G/L 201000  
Header Text  
Plg level Planning Day

| Field                            | Description/Usage |
|----------------------------------|-------------------|
| Enter Invoice: Company Code 1139 |                   |

| Tab Three: Details     |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unpl. del. csts</b> | Enter unplanned delivery costs without taxes. Note that the system will allocate delivery costs entered among the individual items. If you have planned delivery costs (that is freight that is included on the PO) you do not have to enter anything here!<br><br>The unplanned delivery costs will not post to the freight g/l account. It will post to the expense account of the items that are being invoiced. |
| <b>Doc. type</b>       | DO NOT CHANGE THE DEFAULT!                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Inv. party</b>      | Defaults from Vendor Master, if partner vendor is identified within the Vendor master. If an alternative payee is necessary, enter the new vendor number here.                                                                                                                                                                                                                                                      |
| <b>Assignment</b>      | The assignment number is an additional information reference field in the line item.                                                                                                                                                                                                                                                                                                                                |
| <b>Header texts</b>    | The document header text contains explanations or notes, which apply to the document as a whole, not just for certain line items.                                                                                                                                                                                                                                                                                   |

Select the “**Tax**” tab. Do not make any changes.

The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code 1139. The 'Tax' tab is active. The 'Tax Data' table has the following entries:

| Tax doc.currency | Tax code           |
|------------------|--------------------|
|                  | 10 (A/P sales tax) |

Buttons visible include 'Calculate tax', 'Net proposal', and 'Delete Row'.



**REMEMBER:** Do not make any changes on this tax tab!

## Beginner Accounts Payable

---

Select the “**Contacts**” tab. No action is required on this screen.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

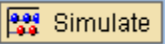
Show PO structure Show worklist Hold Simulate Messages

Transaction Invoice

Basic data Payment Details Tax **Contacts** Note

|               |                          |
|---------------|--------------------------|
| Invoice Item  | 1                        |
| Short Text    | RENTAL TRUCK TYPE A      |
| Requisitioner | Unknown                  |
| Buyer         | REBEKAH ANDERSON         |
|               | HEADQUARTERS N251 4-2407 |
| GR processor  | REBEKAH ANDERSON         |
|               | HEADQUARTERS N251 4-2407 |
| IR Processor  | REBEKAH ANDERSON         |

Select the “Note” tab to add any notes or import a local file.

Review the document by pressing the Simulate icon.  If the document balances and is correct, select save. 

If certain errors exist, you will not be able to post it. The system will generate a message “Invoice document still contains messages.” All errors must be resolved prior to posting.

After correcting the errors, select save 

If the document is in balance and no error messages exist, you will receive a document number.



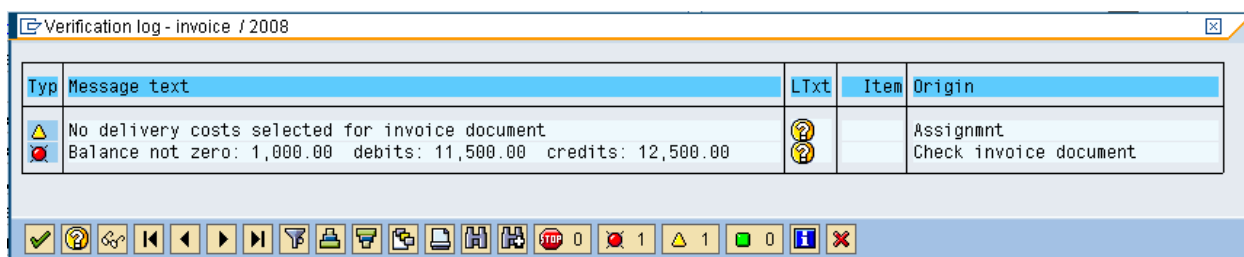
**REMEMBER:** If you are entering invoices for multiple company codes, remember to change company codes prior to entering invoices!



**NOTE:** Both BPA's and NAF credit card payments will be processed using Direct Invoice Methods, **NOT** Logistics Invoice Verification. Goods receipts for BPA calls and credit cards will be handled manually outside SAP. Invoices will be posted as Direct Invoices and payments processed either via EFT or check.

### Invoices where prices vary from that of PO price

If your invoices show a price difference from that of the PO line item, your invoice will not “balance” and you will see the following notation when trying to save the invoice.



You must resolve these discrepancies prior to posting the document. A price difference requires a purchase order modification (this necessitates a return to the Procurement Department) **IF** it is more than the 3% (+/- \$25) variance (see the beginning of the 3 Way Match section for more details). If there has been a Goods Receipt posted, this must be reversed (please see the “**Goods Return**” section of this book). If there is a price difference you will get a hard **ERROR** and you will **NOT** be able to save/post the invoice.

## Unplanned Delivery Costs (Freight)

Usually vendors will add freight or a handling fee when shipping goods. If the amount is known at the time of the purchase order, it is best to include it on the PO. For help with this, please see the Procurement Beginner manual.

Sometimes, the amount of freight is not known until the invoice arrives. If this is the case, do NOT include it on the PO. There is an area on the MIRO to include unplanned delivery costs.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

Show PO structure Show worklist Hold Simulate Messages

Transaction Invoice

Basic data Payment Details Tax Contacts Note

Unpl. Del. Csts

Currency USD Exch. Rate 1.00000

Doc. Type Vendor PO invoice Inv. Party 4000021075

Assignment G/L 201000

Header Text

Plg level Planning Day

On the Details tab of the MIRO, there is a field called “Unpl. Del. Csts”. You can enter the amount of freight listed on the invoice. SAP will add this amount to the total of the PO. This should then equal the amount of the invoice. This will not post to the Freight Clearing account (201012), but directly to the Expense accounts and cost centers on the PO (proportioned out).



**NOTE:** This is only for delivery costs that were **NOT** included on the purchase order.

## Beginner Accounts Payable

### Planned Freight Billed in Separate Invoice

Sometimes vendors send separate invoices for the goods ordered and the planned freight. Both invoices are processed using MIRO and can be done at different times.

When posting the first invoice for the goods ONLY:

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date 02/01/2008 Reference 2F5J6

Posting Date 02/01/2008

Amount 33,500 Calculate tax

Tax amount IO (AVP sales tax, 0%)

Text

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agreement 4500046258

Goods/service items + planned delivery costs

Goods/service items

Planned delivery costs

Goods/service items + planned delivery costs

| Item | Amount | Quantity | Or | Purchase | Item | Procurement |
|------|--------|----------|----|----------|------|-------------|
|      |        |          |    |          |      |             |

Enter the invoice info on the Basic data tab as usual. The amount should be the PO total minus the amount for freight. After entering the PO number, change the “Goods/service items + planned delivery costs” to just “Goods/service items”. This will exclude the line item for freight from the PO. Then, press **[Enter]** key or

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/01/2008 Reference 2F5J6  
Posting Date 02/01/2008  
Amount 33,500.00 USD ☐ Calculate tax  
Tax amount 10 (A/P sales tax, 0%)  
Text  
Paymt terms 30 Days net  
Baseline Date 02/01/2008  
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150  
(800) 323-5686 (847) 743-6531  
Bank acct  
LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Goods/service items  
Layout AIMS Standard MIRO

| Item | Amount    | Quantity | Or | Purchase   | Item | Procurement Doc. | Reference |
|------|-----------|----------|----|------------|------|------------------|-----------|
| 1    | 7,500.00  | 500 EA   |    | 4500046258 | 1    |                  | 500034126 |
| 2    | 6,000.00  | 500 EA   |    | 4500046258 | 2    |                  | 500034126 |
| 3    | 20,000.00 | 1,000 EA |    | 4500046258 | 3    |                  | 500034126 |

Notice that the line items do not reflect the charges for freight. You can now post/save the invoice.

---

11

Then, press **[Enter]** key or

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/04/2008 Reference 2F5J6 FREIGHT  
 Posting Date 02/04/2008  
 Amount 500.00 USD Calculate tax  
 Tax amount 10 (AP sales tax, 0%)  
 Text  
 Paymt terms Due immediately  
 Baseline Date 02/04/2008  
 Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
 AMERICAN HOTEL REGISTER CO  
 PO BOX 94150  
 VERNON HILLS IL 60094-4150  
 (800) 323-5686 (847) 743-6531  
 Bank acct LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Planned delivery costs  
 Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or | Purchase   | Item | Procurement Doc. | Reference |
|------|--------|----------|----|------------|------|------------------|-----------|
| 1    | 111.94 | 500 EA   |    | 4500046258 | 1    |                  |           |
| 2    | 89.55  | 500 EA   |    | 4500046258 | 2    |                  |           |
| 3    | 298.51 | 1,000 EA |    | 4500046258 | 3    |                  |           |

Notice that the freight has been divided out proportionally among the goods ordered. Only the freight totals are included. You can now post/save the invoice.



Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/04/2008 Reference 2F5J6 FREIGHT  
 Posting Date 02/04/2008  
 Amount 500.00 USD Calculate tax  
 Tax amount 10 (A/P sales tax, 0%)  
 Text  
 Paymt terms Due immediately  
 Baseline Date 02/04/2008  
 Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
 AMERICAN HOTEL REGISTER CO  
 PO BOX 94150  
 VERNON HILLS IL 60094-4150  
 (800) 323-5686 (847) 743-8531  
 Bank acct LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Planned delivery costs

Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or | Purchase   | Item | Procurement Doc. | Reference |
|------|--------|----------|----|------------|------|------------------|-----------|
| 1    | 111.94 | 500      | EA | 4500046258 | 1    |                  |           |
| 2    | 89.55  | 500      | EA | 4500046258 | 2    |                  |           |
| 3    | 298.51 | 1,000    | EA | 4500046258 | 3    |                  |           |

Note that the invoice is still the original vendor from the purchase order.

Now go to the Details tab to change the vendor. Also referred to as Invoicing Party.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

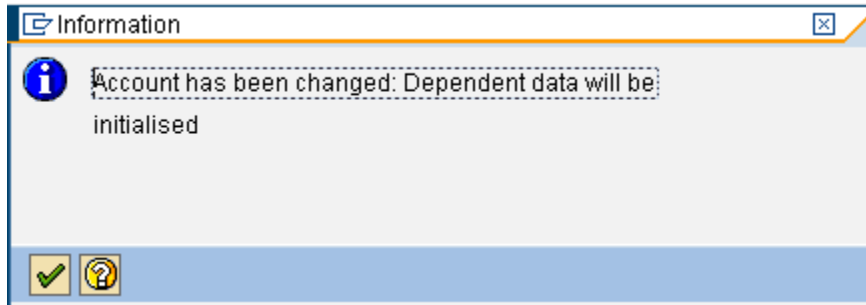
Transaction Invoice

Basic data Payment Details Tax Contacts Note

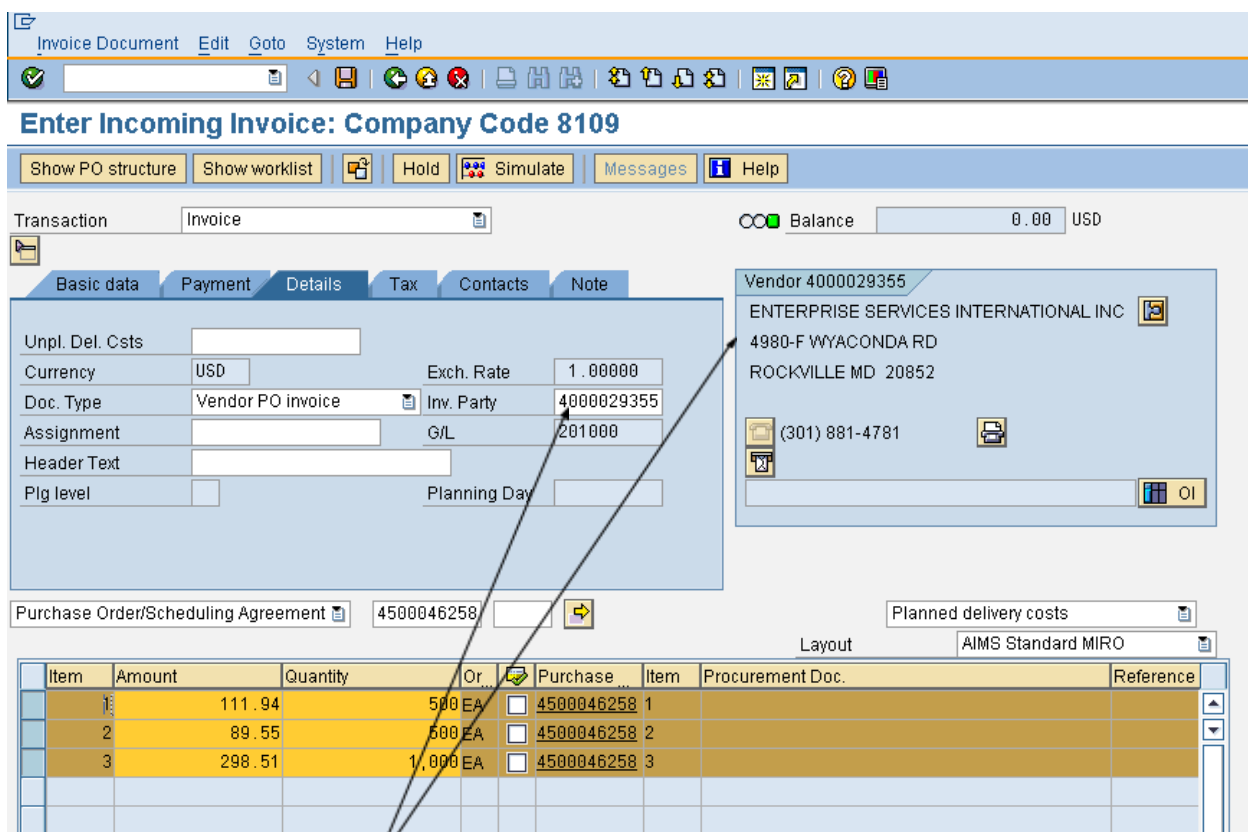
Unpl. Del. Csts  
 Currency USD Exch. Rate 1.00000  
 Doc. Type Vendor PO invoice Inv. Party 4000000010  
 Assignment G/L 201000  
 Header Text  
 Plg level Planning Day

## Beginner Accounts Payable

Change the vendor number (either by typing the correct vendor number or using the drop-down search help to find the number). Then, press **[Enter]** key or . You will get a pop-up box with the following message:



Either press **[Enter]** or the green checkmark. 

A screenshot of the 'Enter Incoming Invoice: Company Code 8109' screen. The screen has a menu bar (Invoice Document, Edit, Goto, System, Help) and a toolbar. Below the title, there are buttons for 'Show PO structure', 'Show worklist', 'Hold', 'Simulate', 'Messages', and 'Help'. The 'Transaction' field is set to 'Invoice' and the 'Balance' is 0.00 USD. The 'Basic data' tab is active, showing fields for 'Unpl. Del. Csts', 'Currency' (USD), 'Exch. Rate' (1.00000), 'Doc. Type' (Vendor PO invoice), 'Inv. Party' (4000029355), 'Assignment', 'G/L' (201000), 'Header Text', and 'Plg level'. A 'Vendor 4000029355' pop-up is open, showing 'ENTERPRISE SERVICES INTERNATIONAL INC', '4980-F WYACONDA RD', 'ROCKVILLE MD 20852', and '(301) 881-4781'. Below the basic data, there is a 'Purchase Order/Scheduling Agreement' field with value '4500046258' and a 'Planned delivery costs' field. At the bottom, there is a table with columns: Item, Amount, Quantity, Or, Purchase, Item, Procurement Doc., and Reference. The table contains three rows of data.

| Item | Amount | Quantity | Or | Purchase   | Item | Procurement Doc. | Reference |
|------|--------|----------|----|------------|------|------------------|-----------|
| 1    | 111.94 | 500 EA   |    | 4500046258 | 1    |                  |           |
| 2    | 89.55  | 500 EA   |    | 4500046258 | 2    |                  |           |
| 3    | 298.51 | 1,000 EA |    | 4500046258 | 3    |                  |           |

The vendor has now changed. You can post/save the invoice. 

## Credit Memo after MIRO invoice

Sometimes goods need to be returned after the invoice is posted. In order to tie it to the original invoice, a credit memo can be entered through the MIRO function. DO NOT use the credit memo t-code (F-41) as this will not give you the history with the PO.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/07/2008 Reference

Amount Calculate tax

Tax amount 10 (A/P sales tax, 0%)

Text

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agree... Goods/service items + planned de...

Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or... | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|-------|--------------|------|------------------|-----------|
|      |        |          |       |              |      |                  |           |
|      |        |          |       |              |      |                  |           |
|      |        |          |       |              |      |                  |           |

Normally, the MIRO screen appears ready for an invoice to be entered. Use the drop-down function  to change this to "Credit Memo".

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance

Basic data Payment Details Tax Contacts Note

Invoice date Reference

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Credit memo Balance 33,500.00 USD

Basic data Payment Details Tax Contacts Note

Document date 02/07/2008 Reference 56321 A

Posting Date 02/07/2008

Amount 500.00 USD Calculate tax

Tax amount 10 (AP sales tax, 0%)

Text

Paymt terms 30 Days net

Baseline Date 02/07/2008

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010

AMERICAN HOTEL REGISTER CO

PO BOX 94150

VERNON HILLS IL 60094-4150

(800) 323-5686 (847) 743-6531

Bank acct 5

LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agree... 4500046258

Goods/service items + planned de...

Layout AIMS Standard MIRO

| Item | Amount    | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|-----------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 7,500.00  | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    | 6,000.00  | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    | 20,000.00 | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    | 111.94    | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    | 89.55     | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    | 298.51    | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

All line items come in as selected (highlighted). In this example, we are getting a credit for \$500.00 for 25 blankets (the third line item). Un-select all line items except the one that pertains to the credit.

Layout AIMS Standard MIRO

| Item | Amount    | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|-----------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 7,500.00  | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    | 6,000.00  | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    | 20,000.00 | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    | 111.94    | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    | 89.55     | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    | 298.51    | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

Since the background of the fields are white, they can be changed. Change the amount to correspond to the credit. Also, change the quantity to the amount reflected by this credit memo. In this example, \$500.00 equals 25 items. Press **[Enter]** or the green checkmark.

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worksheet Hold Simulate Messages Help

Transaction Credit memo Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Document date 02/07/2008 Reference 56321 A

Posting Date 02/07/2008

Amount 500.00 USD Calculate tax

Tax amount 10 (AP sales tax, 0%)

Text

Paymt terms 30 Days net

Baseline Date 02/07/2008

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010

AMERICAN HOTEL REGISTER CO

PO BOX 94150

VERNON HILLS IL 60094-4150

(800) 323-5686 (847) 743-6531

Bank acct LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agree... 4500046258

Goods/service items + planned de...

Layout AIMS Standard MIRO

| Item | Amount   | Quantity | Or...  | Purchase ...                        | Item | Procurement Doc. | Reference |
|------|----------|----------|--------|-------------------------------------|------|------------------|-----------|
| 1    | 7,500.00 |          | 500 EA | <input type="checkbox"/> 4500046258 | 1    |                  | 500034128 |
| 2    | 6,000.00 |          | 500 EA | <input type="checkbox"/> 4500046258 | 2    |                  | 500034128 |
| 3    | 500.00   | 25       | EA     | <input type="checkbox"/> 4500046258 | 3    |                  | 500034128 |
| 4    | 111.94   |          | 500 EA | <input type="checkbox"/> 4500046258 | 1    |                  |           |
| 5    | 89.55    |          | 500 EA | <input type="checkbox"/> 4500046258 | 2    |                  |           |
| 6    | 298.51   | 1,000    | EA     | <input type="checkbox"/> 4500046258 | 3    |                  |           |

Notice that the “Balance” light has turned green since the changes were made.

If you click on the Simulate icon  Simulate, you will see what SAP will post.

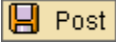
Simulate Document in USD (Document currency)

| Position | A/G/L  | Act/Art/Asst/Vndr    | Procurement Doc. | Amount | Cur... | Purchasing... | Its |
|----------|--------|----------------------|------------------|--------|--------|---------------|-----|
| 1 K      | 201000 | AMERICAN HOTEL RE... |                  | 500.00 | USD    |               |     |
| 2 S      | 201010 | GOODS RECEIPT/INV... |                  | 500.00 | USD    | 4500046258    | 3   |

Debit 500.00 Credit 500.00 Bal. 0.00

Back Post

## Beginner Accounts Payable

Once you are satisfied with the journal, you can either Save/Post the document directly from this screen by clicking on the Post icon  or you can click the Back icon . This will return you to the Overview screen.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Credit memo Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Document date 02/07/2008 Reference 56321 A  
Posting Date 02/07/2008  
Amount 500.00 USD ☐ Calculate tax  
Tax amount 10 (AVP sales tax, 0%)  
Text  
Paymt terms 30 Days net  
Baseline Date 02/07/2008  
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150  
(800) 323-5686 (847) 743-6531  
Bank acct  
LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreeeme... 4500046258 Goods/service items + planned de...  
Layout AIMS Standard MIRO

| Item | Amount   | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|----------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 7,500.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    | 6,000.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    | 500.00   | 25 EA    | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    | 111.94   | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    | 89.55    | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    | 298.51   | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

Click the Save/Post icon at the top to post the document. 

## Subsequent Credit Posting to MIRO

Sometimes a vendor will give a credit for an order. It is not associated with a particular good that was ordered or returned. It is a value-only adjustment and will not affect the quantity. In order to tie this to the PO, use the MIRO function.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/07/2008 Reference

Amount Calculate tax

Tax amount 10 (A/P sales tax, 0%)

Text

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agreeeme... Goods/service items + planned de...

Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or... | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|-------|--------------|------|------------------|-----------|
|      |        |          |       |              |      |                  |           |
|      |        |          |       |              |      |                  |           |

Normally, the MIRO screen appears ready for an invoice to be entered. Use the drop-down function  to change this to "Subsequent Credit".

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Subsequent credit

Basic data Payment Details Tax Contacts Note

Document date Posting Date 02/07/2008 Reference

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Subsequent credit Balance 500.00 USD

Basic data Payment Details Tax Contacts Note

Document date 02/07/2008 Reference 56321 A  
Posting Date 02/07/2008  
Amount 500.00 USD ☐ Calculate tax  
Tax amount  10 (AP sales tax, 0%)  
Text   
Paymt terms 30 Days net  
Baseline Date 02/07/2008  
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150  
(800) 323-5686 (847) 743-6531  
Bank acct   
LASALLE BANK NA, CLARK & BARRY OI

Purchase Order/Scheduling Agreeeme... 4500046258

Goods/service items + planned de...  
Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    |        | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    |        | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

Enter the appropriate information like you would for an invoice. Be sure to use the vendor's document number for the credit in the Reference field since SAP uses this field to check for duplicates.

Enter the amount of the credit for the different line items where you want it to be applied. In this example, there is a \$500.00 credit that will be applied to all three goods line items (the last three line items pictured above are for freight charges).

**Invoice Document** Edit Goto System Help

---

**Enter Incoming Invoice: Company Code 8109**

Show PO structure Show workload Hold Simulate Messages Help

Transaction Subsequent credit Balance 0.00 USD

| Basic data                                                                                                                                                                                                                                                                               | Payment | Details | Tax                                                     | Contacts | Note |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------------------------------------------------------|----------|------|
| Document date 02/07/2008<br>Posting Date 02/07/2008<br>Amount 500.00 USD <input type="checkbox"/> Calculate tax<br>Tax amount <input type="text"/><br>Text <input type="text"/><br>Paymt terms 30 Days net<br>Baseline Date 02/07/2008<br>Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA |         |         | Reference 56321 A<br><br>IO (A/P sales tax, 0%)<br><br> |          |      |

Vendor 4000000010

AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150

(800) 323-5686 (847) 743-6531

Bank acct   
LASALLE BANK NA, CLARK & BARRY

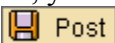
Purchase Order/Scheduling Agreeeme... 4500046258 Goods/service items + planned de... Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 100.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    | 100.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    | 300.00 | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    |        | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

If you click on the Simulate icon , you will see what SAP will post.

[illegible]

## Beginner Accounts Payable

Once you are satisfied with the journal, you can either Save/Post the document directly from this screen by clicking on the Post icon  or you can click the Back icon . This will return you to the Overview screen.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Subsequent credit Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Document date 02/07/2008 Reference 56321 A  
Posting Date 02/07/2008  
Amount 500.00 USD ☐ Calculate tax  
Tax amount 10 (AP sales tax, 0%)  
Text  
Paymt terms 30 Days net  
Baseline Date 02/07/2008  
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150  
(800) 323-5686 (847) 743-6531  
Bank acct LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreeeme... 4500046258 Goods/service items + planned de...  
Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 100.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  | 500034128 |
| 2    | 100.00 | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  | 500034128 |
| 3    | 300.00 | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  | 500034128 |
| 4    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 1    |                  |           |
| 5    |        | 500 EA   | <input type="checkbox"/> | 4500046258   | 2    |                  |           |
| 6    |        | 1,000 EA | <input type="checkbox"/> | 4500046258   | 3    |                  |           |

Click the Save/Post icon at the top to post the document. 

## Subsequent Debit Posting to MIRO

Sometimes a subsequent debit needs to be posted and associated with a MIRO invoice. This is **ONLY** for a legitimate pricing adjustment, such as a debit memo received from the vendor. It is a value-only adjustment and will not affect the quantity. In order to tie this to the PO, use the MIRO function.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/07/2008 Reference

Amount Calculate tax

Tax amount 10 (AP sales tax, 0%)

Text

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agree... Goods/service items + planned de...

Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or... | Purchase ... | Item | Procurement Doc. | Reference |
|------|--------|----------|-------|--------------|------|------------------|-----------|
|      |        |          |       |              |      |                  |           |
|      |        |          |       |              |      |                  |           |

Normally, the MIRO screen appears ready for an invoice to be entered. Use the drop-down function  to change this to “Subsequent Debit”.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 02/07/2008 Reference

Subsequent debit

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show workload Hold Simulate Messages Help

Transaction Subsequent debit Balance 75.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/07/2008 Reference 56321 A  
 Posting Date 02/07/2008  
 Amount 75.00 USD ☐ Calculate tax  
 Tax amount 10 (A/P sales tax, 0%)  
 Text  
 Paymt terms 30 Days net  
 Baseline Date 02/07/2008  
 Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
 AMERICAN HOTEL REGISTER CO  
 PO BOX 94150  
 VERNON HILLS IL 60094-4150  
 (800) 323-5686 (847) 743-6531  
 Bank acct  
 LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Goods/service items + planned deliv  
 Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or                       | Purchase   | Item | Procurement Doc. | Reference |
|------|--------|----------|--------------------------|------------|------|------------------|-----------|
| 1    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 1    |                  | 500034128 |
| 2    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 2    |                  | 500034128 |
| 3    |        | 1,000 EA | <input type="checkbox"/> | 4500046258 | 3    |                  | 500034128 |
| 4    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 1    |                  |           |
| 5    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 2    |                  |           |
| 6    |        | 1,000 EA | <input type="checkbox"/> | 4500046258 | 3    |                  |           |

Enter the appropriate information like you would for the original invoice. Be sure to use the vendor's document number for the debit in the Reference field since SAP uses this field to check for duplicates.

Enter the amount of the debit for the different line items where you want it to be applied. **The +/- 3% (max \$25) still applies to this function.** Therefore, if the debit is more than a three percent difference or more than \$25, then the PO will need to be modified.

## Beginner Accounts Payable

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show workload Hold Simulate Messages Help

Transaction Subsequent debit Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/07/2008 Reference 56321 A  
 Posting Date 02/07/2008  
 Amount 75.00 USD ☐ Calculate tax  
 Tax amount 10 (A/P sales tax, 0%)  
 Text  
 Paymt terms 30 Days net  
 Baseline Date 02/07/2008  
 Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
 AMERICAN HOTEL REGISTER CO  
 PO BOX 94150  
 VERNON HILLS IL 60094-4150  
 (800) 323-5686 (847) 743-6531  
 Bank acct  
 LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Goods/service items + planned delivery

Layout AIMS Standard MIRO

| Item | Amount | Quantity | Or                       | Purchase   | Item | Procurement Doc. | Reference |
|------|--------|----------|--------------------------|------------|------|------------------|-----------|
| 1    | 25.00  | 500 EA   | <input type="checkbox"/> | 4500046258 | 1    |                  | 500034128 |
| 2    | 25.00  | 500 EA   | <input type="checkbox"/> | 4500046258 | 2    |                  | 500034128 |
| 3    | 25.00  | 1,000 EA | <input type="checkbox"/> | 4500046258 | 3    |                  | 500034128 |
| 4    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 1    |                  |           |
| 5    |        | 500 EA   | <input type="checkbox"/> | 4500046258 | 2    |                  |           |
| 6    |        | 1,000 EA | <input type="checkbox"/> | 4500046258 | 3    |                  |           |

If you click on the Simulate icon  Simulate, you will see what SAP will post.

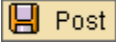
Simulate Document in USD (Document currency)

| Position | A/G/L  | Act/Art/Ast/Vndr   | Procurement Doc. | Amount | Cur. | Purchasing | Its |
|----------|--------|--------------------|------------------|--------|------|------------|-----|
| 1 K      | 201000 | AMERICAN HOTEL REG |                  | 75.00  | USD  |            |     |
| 3 S      | 701000 | SUPPLIES           |                  | 25.00  | USD  | 4500046258 | 1   |
| 5 S      | 701000 | SUPPLIES           |                  | 25.00  | USD  | 4500046258 | 2   |
| 7 S      | 701000 | SUPPLIES           |                  | 25.00  | USD  | 4500046258 | 3   |

Debit 75.00 Credit 75.00 Bal. 0.00

Back Post

## Beginner Accounts Payable

Once you are satisfied with the journal, you can either Save/Post the document directly from this screen by clicking on the Post icon  or you can click the Back icon . This will return you to the Overview screen.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 8109

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Subsequent debit Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 02/07/2008 Reference 56321 A  
Posting Date 02/07/2008  
Amount 75.00 USD ☐ Calculate tax  
Tax amount 10 (AP sales tax, 0%)  
Text  
Paymt terms 30 Days net  
Baseline Date 02/07/2008  
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Vendor 4000000010  
AMERICAN HOTEL REGISTER CO  
PO BOX 94150  
VERNON HILLS IL 60094-4150  
(800) 323-5686 (847) 743-6531  
Bank acct  
LASALLE BANK NA, CLARK & BARRY

Purchase Order/Scheduling Agreement 4500046258 Goods/service items + planned deliv

Layout AIMS Standard MIRO

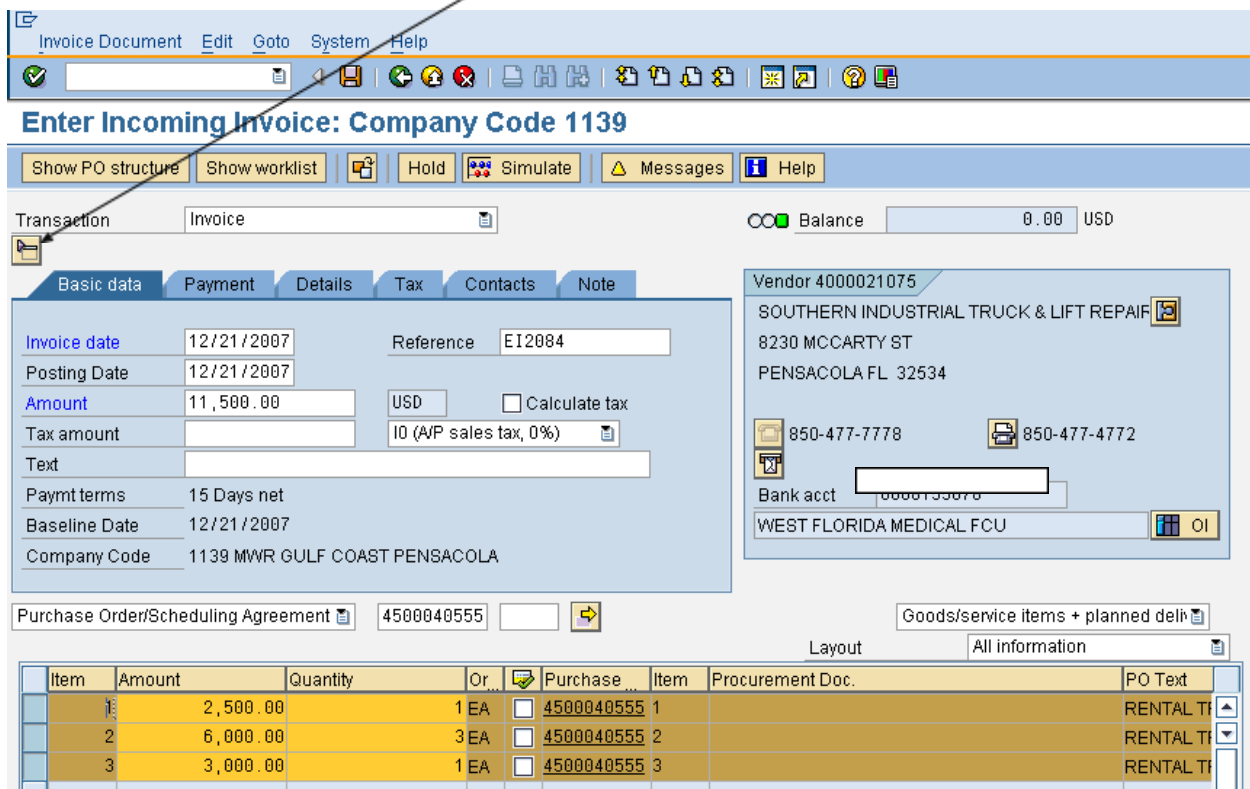
| Item | Amount | Quantity | Or... | Purchase ...                        | Item | Procurement Doc. | Reference |
|------|--------|----------|-------|-------------------------------------|------|------------------|-----------|
| 1    | 25.00  | 500      | EA    | <input type="checkbox"/> 4500046258 | 1    |                  | 500034128 |
| 2    | 25.00  | 500      | EA    | <input type="checkbox"/> 4500046258 | 2    |                  | 500034128 |
| 3    | 25.00  | 1,000    | EA    | <input type="checkbox"/> 4500046258 | 3    |                  | 500034128 |
| 4    |        | 500      | EA    | <input type="checkbox"/> 4500046258 | 1    |                  |           |
| 5    |        | 500      | EA    | <input type="checkbox"/> 4500046258 | 2    |                  |           |
| 6    |        | 1,000    | EA    | <input type="checkbox"/> 4500046258 | 3    |                  |           |

Click the Save/Post icon at the top to post the document. 

## Other Features to Posting MIRO Invoices

Invoices with many line items can now be displayed more easily by pressing a button,  which will hide the invoice header information. This leaves more room on the screen so that all of the line items can be displayed.

Click once on the hide header data icon, .



The screenshot shows the SAP MIRO 'Enter Incoming Invoice' screen for Company Code 1139. The 'Basic data' tab is active, displaying fields for Invoice date (12/21/2007), Posting Date (12/21/2007), Amount (11,500.00), and Reference (EI2084). The 'Vendor' section on the right shows details for Vendor 4000021075, including the company name 'SOUTHERN INDUSTRIAL TRUCK & LIFT REPAIR', address, and phone numbers. The 'Purchase Order/Scheduling Agreement' field is set to 4500040555. At the bottom, a table lists three line items with amounts of 2,500.00, 6,000.00, and 3,000.00, all with a quantity of 1 EA and purchase order 4500040555. The PO text for all items is 'RENTAL TI'.

| Item | Amount   | Quantity | Or...                    | Purchase ... | Item | Procurement Doc. | PO Text   |
|------|----------|----------|--------------------------|--------------|------|------------------|-----------|
| 1    | 2,500.00 | 1 EA     | <input type="checkbox"/> | 4500040555   | 1    |                  | RENTAL TI |
| 2    | 6,000.00 | 3 EA     | <input type="checkbox"/> | 4500040555   | 2    |                  | RENTAL TI |
| 3    | 3,000.00 | 1 EA     | <input type="checkbox"/> | 4500040555   | 3    |                  | RENTAL TI |

## Beginner Accounts Payable

After you click on the hide header data icon the screen changes to look like the following screen shot.

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1139

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Header

Purchase Order/Scheduling Agreement 4500040555 Goods/service items + planned deliv

Layout All information

| Item | Amount   | Quantity | Or... | Purchase... | Item | Procurement Doc. | PO Text   |
|------|----------|----------|-------|-------------|------|------------------|-----------|
| 1    | 2,500.00 | 1 EA     |       | 4500040555  | 1    |                  | RENTAL TH |
| 2    | 6,000.00 | 3 EA     |       | 4500040555  | 2    |                  | RENTAL TH |
| 3    | 3,000.00 | 1 EA     |       | 4500040555  | 3    |                  | RENTAL TH |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |
|      |          |          |       |             |      |                  |           |

The line items are all displayed. To change it back and display the header information, simply click once more on the same icon.

It is now also possible to go from the Enter Invoice screen directly to the Vendor's account. To view the vendor's open items, click on the line item list icon.

Invoice Document Edit Goto System Help

**Enter Incoming Invoice: Company Code 1139**

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 12/21/2007 Reference EI2084  
 Posting Date 12/21/2007  
 Amount 11,500.00 USD ☐ Calculate tax  
 Tax amount  10 (A/P sales tax, 0%)  
 Text   
 Paymt terms 15 Days net  
 Baseline Date 12/21/2007  
 Company Code 1139 MWR GULF COAST PENSACOLA

Vendor 4000021075  
 SOUTHERN INDUSTRIAL TRUCK & LIFT REPAIR  
 8230 MCCARTY ST  
 PENSACOLA FL 32534  
 850-477-7778 850-477-4772  
 Bank acct 0008155078  
 WEST FLORIDA MEDICAL FCU

Purchase Order/Scheduling Agreement 4500040555

Layout All information

| Item | Amount   | Quantity | Or...                    | Purchase... | Item | Procurement Doc. | PO Text   |
|------|----------|----------|--------------------------|-------------|------|------------------|-----------|
| 1    | 2,500.00 | 1 EA     | <input type="checkbox"/> | 4500040555  | 1    |                  | RENTAL TR |
| 2    | 6,000.00 | 3 EA     | <input type="checkbox"/> | 4500040555  | 2    |                  | RENTAL TR |
| 3    | 3,000.00 | 1 EA     | <input type="checkbox"/> | 4500040555  | 3    |                  | RENTAL TR |

After clicking on the line item display icon once, the following screen appears.

---

11

Display Invoice Verification Documents

Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE**

Transaction code: **MIRO**

This function replaces the old transaction MR3M, which can no longer be used. There is now the capability to display Invoice Verification Documents directly from the MIRO data entry screen. To display, click on the **“Other Invoice Document”** icon.

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code 1139. The screen has a menu bar with 'Invoice Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Enter Incoming Invoice: Company Code 1139'. Below the title is a row of buttons: 'Show PO structure', 'Show worklist', 'Other Invoice Document' (highlighted with an arrow), 'Hold', 'Simulate', 'Messages', and 'Help'. Below the buttons is a 'Transaction' field with 'Invoice' selected. Below the 'Transaction' field is a tabbed interface with tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. The 'Basic data' tab is active, showing fields for 'Invoice date', 'Posting Date' (12/21/2007), 'Amount', 'Tax amount', 'Text', and 'Company Code' (1139 MWR GULF COAST PENSACOLA). There is also a 'Reference' field and a 'Calculate tax' checkbox. At the bottom, there is a 'Purchase Order/Scheduling Agreement' field.

| Field                                   | Description/Usage                                             |
|-----------------------------------------|---------------------------------------------------------------|
| <b>Enter Invoice: Company Code 1353</b> |                                                               |
| <b>Invoice doc. number</b>              | Enter the document number of the invoice you want to display. |
| <b>Fiscal Year</b>                      | Enter the fiscal year in which the document was posted.       |

The screenshot shows the 'Choose Invoice Document' dialog box. It has a title bar with a close button. Below the title bar are two input fields: 'Invoice Document No.' with the value '5190237180' and 'Fiscal Year' with the value '2008'.

3(May 2008)

## Beginner Accounts Payable

Click the green checkmark or press Enter to continue.

Invoice Document   Edit   Goto   System   Help

 **Display Invoice Document 5190237180 2008**

Show PO structure   Follow-On Documents ...    Help

Transaction   Invoice      5190237180   2008



Basic data   Payment   Details   Tax   Contacts   Note

Invoice date   12/21/2007   Reference   EI2084

Posting Date   12/21/2007

Amount   11,500.00   USD   ☐ Calculate tax

Tax amount   0.00   IO (AP sales tax, 0%)   

Text

Paymt terms   15 Days net

Baseline Date   12/21/2007

Company Code   1139 MWR GULF COAST PENSACOLA

Vendor 4000021075

SOUTHERN INDUSTRIAL TRUCK & LIFT REPAIR 

8230 MCCARTY ST

PENSACOLA FL 32534

 850-477-7778    850-477-4772

 Bank acct  

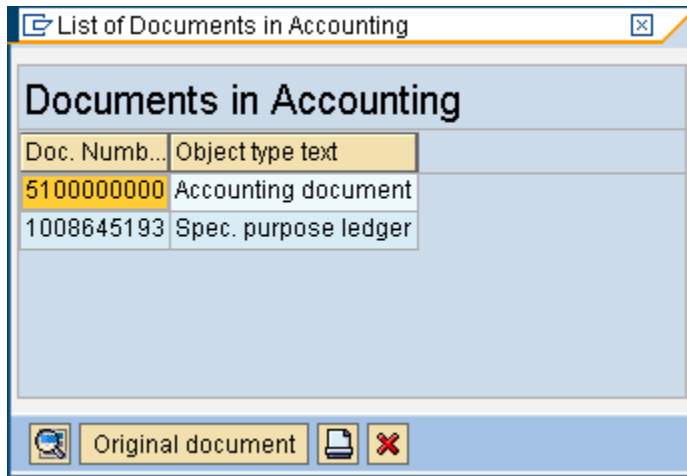
WEST FLORIDA MEDICAL FCU    OI

Layout   All information   

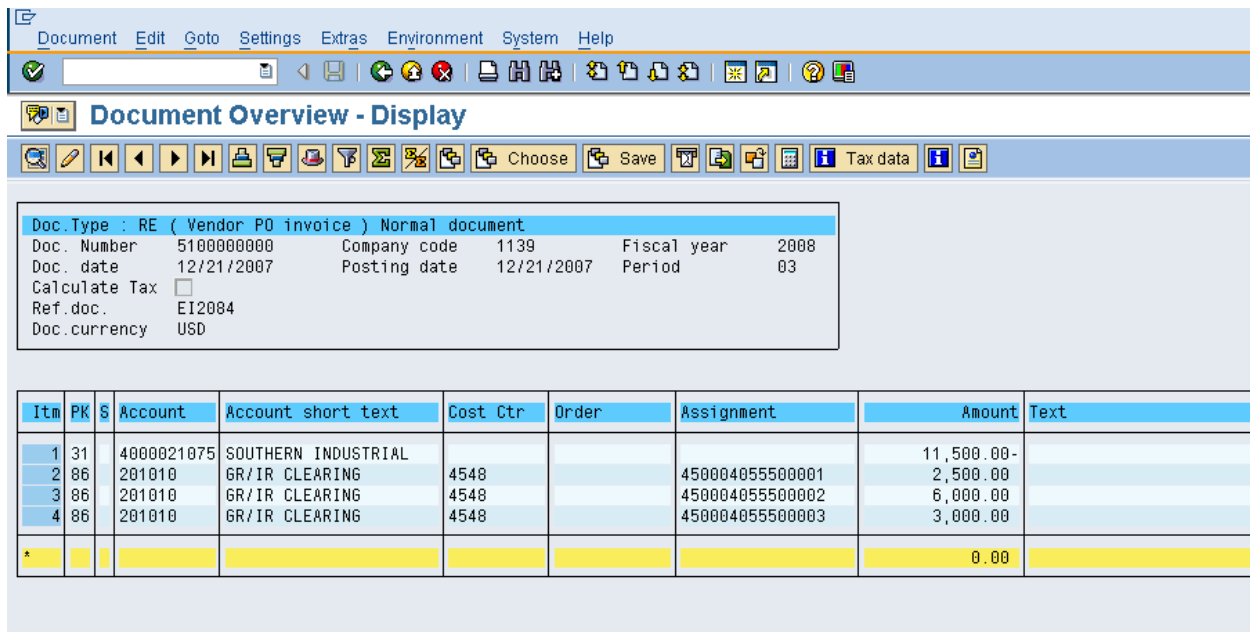
| Item | Amount   | Quantity | Or                       | Purchase   | Item | Procurement Doc. | PO Text   |
|------|----------|----------|--------------------------|------------|------|------------------|-----------|
| 1    | 2,500.00 | 1 EA     | <input type="checkbox"/> | 4500040555 | 1    |                  | RENTAL TI |
| 2    | 6,000.00 | 3 EA     | <input type="checkbox"/> | 4500040555 | 2    |                  | RENTAL TI |
| 3    | 3,000.00 | 1 EA     | <input type="checkbox"/> | 4500040555 | 3    |                  | RENTAL TI |
|      |          |          |                          |            |      |                  |           |
|      |          |          |                          |            |      |                  |           |
|      |          |          |                          |            |      |                  |           |

To display the accounting documents associated with this invoice document, click on the “Follow-On Documents” icon.

Follow-On Documents ...



Double click on either option to display the documents.



### Reversal of Individual Logistics Invoice Documents

Documents that have been posted in error can easily be reversed. SAP provides functionality to automatically generate a reversal document, when the user specifies the original document.

**NOTE:**

An invoice that has already been paid can not be reversed right away since the payment automatically clears the document. Please call the SAP helpdesk if you need to reverse an invoice that has been paid.

Remember that reversal documents cannot be posted to a period that is already closed. Usually, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. The user may specify a different posting date. It should be in the same accounting period as the original document. If it is determined that an invoice from a previous (closed) period needs to be reversed, you must specify an alternate posting date because the system cannot post to the original.

There are two options for reversing documents. The first option is to use T-code MR8M. The second option is from the MIRO screen.

**First option for reversals:**

Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > FURTHER PROCESSING > CANCEL INVOICE**

Transaction code: **MR8M**

Invoice Document No. 5190237180

Fiscal Year 2008

Details Re Reversal Posting

Reversal Reason 01

Posting Date

| Field                                   | Description/Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reverse Document: Header Data</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Invoice doc. number</b>              | Enter the document number to be reversed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Fiscal year</b>                      | Enter the fiscal year in which the document was originally posted. Remember that F&FR uses document numbers that are company code dependant and that reset themselves after they reach the end of the respective number ranges.<br><b>Therefore a unique document can only be found when both the document number, company code and fiscal year are specified in combination. This combination is a unique key in the database that identifies a particular document.</b>                                                                                                                                                                               |
| <b>Details for cancellation posting</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reversal reason</b>                  | Currently, there are three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are:<br>01 Reversal in current period<br>02 Reversal in closed period (alt posting date)<br>03 Accrual reversal<br><br>Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period. |
| <b>Posting date</b>                     | This field could be left blank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02 - you must indicate the date you want the reversal posted (it CANNOT be in a closed period...it must be a date in the current period you are using). This field should be left blank when using reversal reason code # 01.                                                                                                                                                                                                                                     |

Click  **Display Document** to see the document for cancellation.

Click  to return to the previous screen.

To reverse the document, click on the Save icon. 

**NOTE:**

After the reversal has been processed, you will need to manually clear the reversal document with the original document. (See section on Manually Clearing Documents.)

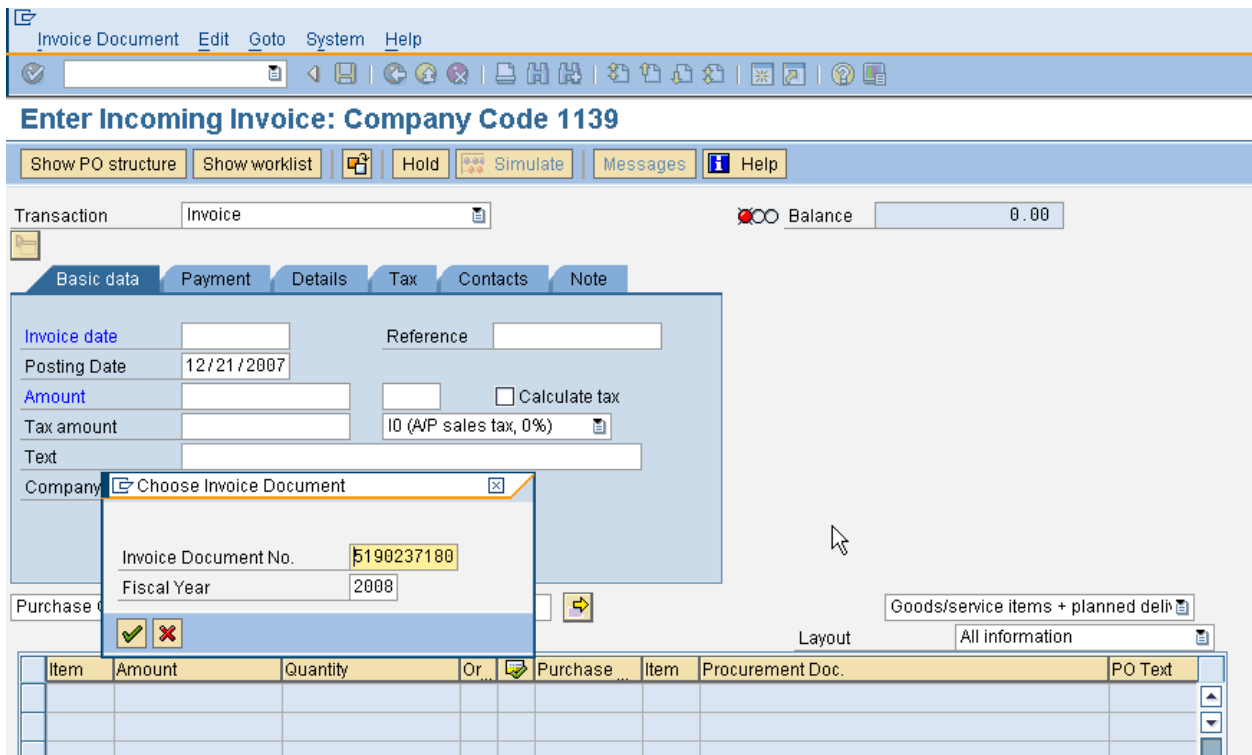
## Beginner Accounts Payable

### Second option for reversals:

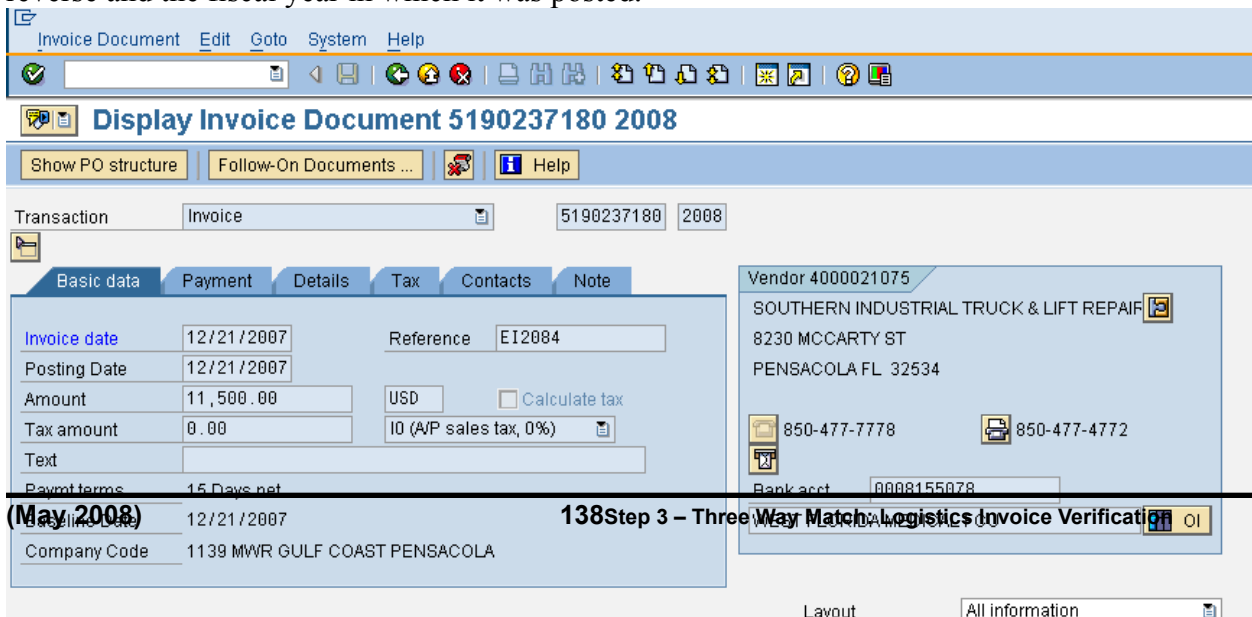
Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE**

Transaction code: **MIRO**

The first step is to click on the Other Invoice Document icon. 



A popup box will appear and you will fill in the document number of the invoice you want to reverse and the fiscal year in which it was posted.





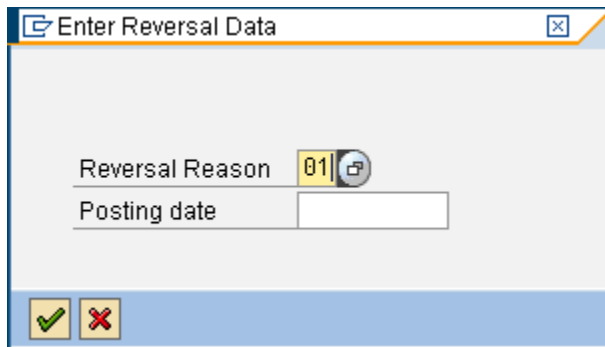
Once the document appears, click on the reverse document icon.



## Beginner Accounts Payable

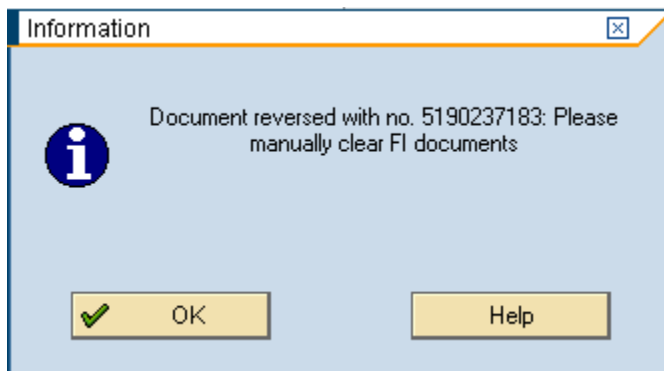
---

Another popup box will appear where you must enter the reversal reason and posting date if it is to be reversed on a date other than the original posting date.

A dialog box titled "Enter Reversal Data" with a close button (X) in the top right corner. It contains two input fields: "Reversal Reason" with the value "01" and a small icon to its right, and "Posting date" with an empty text box. At the bottom left, there are two buttons: a green checkmark icon and a red X icon.

Press **[Enter]** or the green checkmark icon. ☐

The following message will appear after the document is reversed:

An "Information" dialog box with a close button (X) in the top right corner. It features an information icon (i) on the left. The text in the center reads: "Document reversed with no. 5190237183: Please manually clear FI documents". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Help".

## Analysis of GR/IR & Freight Clearing Accounts

The GR/IR Clearing (201010) and Freight Clearing (202012) accounts need to be analyzed weekly to ensure that documents are matching up properly. Sometimes an order will be generated using the 3 Way Match process. However, when the invoice comes in, it will be posted using the Direct Invoice method instead of the Invoice Verification (MIRO) method. This results in a credit entry that is never cleared out of the GR/IR Clearing Account and a double posting of the expense.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > DISPLAY/CHANGE LINE ITEMS**

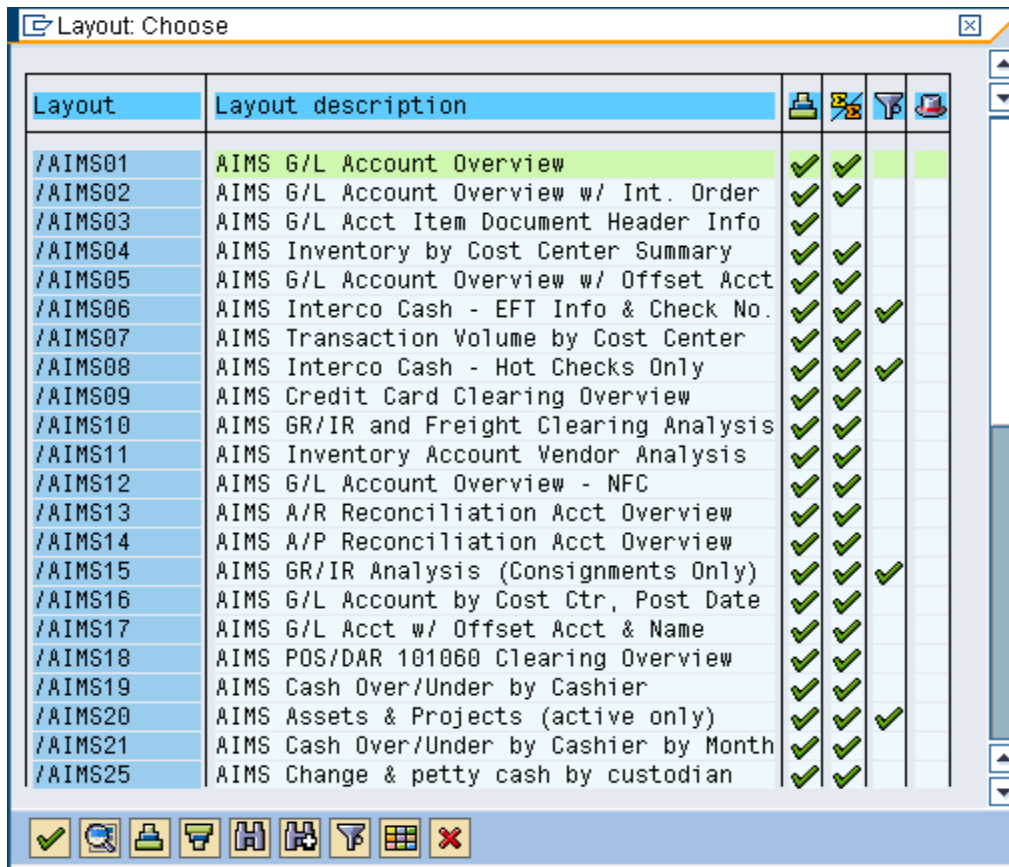
Transaction code: **FBL3N**

The screenshot displays the SAP FBL3N transaction interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'G/L Account Line Item Display'. Underneath, there is a 'Data Sources' button. The 'G/L account selection' section contains two input fields: 'G/L account' with the value '201010' and 'Company code' with the value '1163'. To the right of these fields are 'to' fields and arrow buttons. Below this is the 'Selection using search help' section, which includes 'Search help ID' and 'Search string' input fields, and a 'Search help' button. The 'Line item selection' section is partially visible, showing a 'Status' dropdown with 'Open items' selected. Below this, there are input fields for 'Open at key date' (01/18/2008), 'Cleared items' (with 'Clearing date' and 'Open at key date' fields), and 'All items' (with a 'Posting date' field). Each of these sections has a 'to' field and an arrow button.

Enter the G/L Account **201010 (GR/IR)** or **202012 (Freight)**.  
Enter the appropriate Company Code.

You want to look at open items, so leave the default Status under Line item selection. Click on the Execute icon.





Choose layout /AIMS10: AIMS GR/IR and Freight Clearing Analysis. Either double click the name or click once and then click the green checkmark. The layout will change.

## Beginner Accounts Payable

| <div> <div>List Edit Goto Extras Environment Settings System Help</div> <div> </div> </div> |      |            |                      |                                        |            |      |          |            |                 |
|---------------------------------------------------------------------------------------------|------|------------|----------------------|----------------------------------------|------------|------|----------|------------|-----------------|
| <div> <div>G/L Account Line Item Display</div> <div> </div> </div>                          |      |            |                      |                                        |            |      |          |            |                 |
| G/L Account                                                                                 |      | 201010     |                      | GOODS RECEIPT/INVOICE RECEIPT CLEARING |            |      |          |            |                 |
| Company Code                                                                                |      | 1163       |                      |                                        |            |      |          |            |                 |
| DocumentNo                                                                                  | Type | Doc. Date  | Amount in local cur. | Site                                   | Purch.Doc. | Item | Clearing | Clrng doc. | Assignment      |
| * 5000000823                                                                                | WE   | 09/17/2007 | 30.00-               | 4513                                   | 4500039803 | 15   |          |            | 450003980300015 |
|                                                                                             |      |            | 30.00-               |                                        | 4500039803 |      |          |            |                 |
| * 5000000716                                                                                | WE   | 08/07/2007 | 877.80-              | 4513                                   | 4500040207 | 1    |          |            | 450004020700001 |
|                                                                                             |      |            | 877.80-              |                                        | 4500040207 |      |          |            |                 |
| * 5000000030                                                                                | WE   | 10/12/2007 | 3,280.00-            | 4515                                   | 4500041767 | 1    |          |            | 450004176700001 |
| * 5000000030                                                                                | WE   | 10/12/2007 | 1,820.00-            | 4515                                   | 4500041767 | 2    |          |            | 450004176700002 |
|                                                                                             |      |            | 5,100.00-            |                                        | 4500041767 |      |          |            |                 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 81.00-               | 4513                                   | 4500042844 | 1    |          |            | 450004284400001 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 81.00-               | 4513                                   | 4500042844 | 2    |          |            | 450004284400002 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 81.00-               | 4513                                   | 4500042844 | 3    |          |            | 450004284400003 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 21.00-               | 4513                                   | 4500042844 | 4    |          |            | 450004284400004 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 21.00-               | 4513                                   | 4500042844 | 5    |          |            | 450004284400005 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 21.00-               | 4513                                   | 4500042844 | 6    |          |            | 450004284400006 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 21.00-               | 4513                                   | 4500042844 | 7    |          |            | 450004284400007 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 228.00-              | 4513                                   | 4500042844 | 8    |          |            | 450004284400008 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 114.00-              | 4513                                   | 4500042844 | 9    |          |            | 450004284400009 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 114.00-              | 4513                                   | 4500042844 | 10   |          |            | 450004284400010 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 69.00-               | 4513                                   | 4500042844 | 11   |          |            | 450004284400011 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 84.00-               | 4513                                   | 4500042844 | 14   |          |            | 450004284400014 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 102.00-              | 4513                                   | 4500042844 | 16   |          |            | 450004284400016 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 60.00-               | 4513                                   | 4500042844 | 19   |          |            | 450004284400019 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 69.00-               | 4513                                   | 4500042844 | 21   |          |            | 450004284400021 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 75.00-               | 4513                                   | 4500042844 | 22   |          |            | 450004284400022 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 209.00-              | 4513                                   | 4500042844 | 23   |          |            | 450004284400023 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 209.00-              | 4513                                   | 4500042844 | 24   |          |            | 450004284400024 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 209.00-              | 4513                                   | 4500042844 | 25   |          |            | 450004284400025 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 69.00-               | 4513                                   | 4500042844 | 26   |          |            | 450004284400026 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 102.00-              | 4513                                   | 4500042844 | 27   |          |            | 450004284400027 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 102.00-              | 4513                                   | 4500042844 | 28   |          |            | 450004284400028 |
| * 5000000104                                                                                | WE   | 10/14/2007 | 102.00-              | 4513                                   | 4500042844 | 29   |          |            | 450004284400029 |
|                                                                                             |      |            | 2,244.00-            |                                        | 4500042844 |      |          |            |                 |
| * 5000000143                                                                                | WE   | 12/03/2007 | 75.00-               | 4513                                   | 4500042846 | 23   |          |            | 450004284600023 |
|                                                                                             |      |            | 75.00-               |                                        | 4500042846 |      |          |            |                 |
| * 5000000867                                                                                | WE   | 09/30/2007 | 504.00-              | 4515                                   | 4500042968 | 1    |          |            | 450004296800001 |
|                                                                                             |      |            | 504.00-              |                                        | 4500042968 |      |          |            |                 |
| * 5000000017                                                                                | WE   | 10/09/2007 | 700.00-              | 4548                                   | 4500043134 | 1    |          |            | 450004313400001 |
| * 5000000017                                                                                | WE   | 10/09/2007 | 2,475.00-            | 4548                                   | 4500043134 | 2    |          |            | 450004313400002 |
| * 5000000017                                                                                | WE   | 10/09/2007 | 1,100.00-            | 4548                                   | 4500043134 | 3    |          |            | 450004313400003 |
| * 5000000017                                                                                | WE   | 10/09/2007 | 14,070.00-           | 4548                                   | 4500043134 | 4    |          |            | 450004313400004 |
|                                                                                             |      |            | 18,345.00-           |                                        | 4500043134 |      |          |            |                 |
| * 5000000187                                                                                | WE   | 12/31/2007 | 384.00-              | 4513                                   | 4500043241 | 1    |          |            | 450004324100001 |
| * 5000000187                                                                                | WE   | 12/31/2007 | 408.00-              | 4513                                   | 4500043241 | 2    |          |            | 450004324100002 |
|                                                                                             |      |            | 792.00-              |                                        | 4500043241 |      |          |            |                 |
| * 5000000185                                                                                | WE   | 01/04/2008 | 408.00-              | 4513                                   | 4500043242 | 1    |          |            | 450004324200001 |
| * 5000000185                                                                                | WE   | 01/04/2008 | 432.00-              | 4513                                   | 4500043242 | 2    |          |            | 450004324200002 |
|                                                                                             |      |            | 840.00-              |                                        | 4500043242 |      |          |            |                 |
| * 5000000065                                                                                | WE   | 10/30/2007 | 925.00-              | 4515                                   | 4500043501 | 1    |          |            | 450004350100001 |
|                                                                                             |      |            | 925.00-              |                                        | 4500043501 |      |          |            |                 |

The account is now sub-totaled by the purchase document number. It also shows the line item number since there are partial receipts of goods.

To learn more about the PO, double click on a line item.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 002

Additional Data

G/L Account: 201010 GOODS RECEIPT/INVOICE RECEIPT CLEARING  
Company Code: 1163 MWR COMNAVREG, HAWAII  
Doc. no. 5000000867

Line Item 2 / GR/IR credit / 96

Amount: 504.00 USD  
Tax Code:

Additional Account Assignments

|                 |                 |           |
|-----------------|-----------------|-----------|
| Asset           |                 |           |
| Material        |                 | Site 4515 |
| Purchasing Doc. | 4500042968      | 1         |
| Quantity        | 42              | EA        |
| Assignment      | 450004296800001 |           |
| Text            | Long text       |           |

Double click here.

The Purchasing Doc. number is listed as well as the line item number and quantity. In order to see the actual purchase order, double click on the Purchasing Doc. field.



### **Correct the GR/IR & Freight Clearing Accounts**

There is a program that can be run if you find line items in the GR/IR and Freight Clearing accounts that do not match up. SAP will reverse the goods receipt in the current period. The system will process a reverse entry to what was originally posted, assuming that the original GL account (cost element) and cost center are still open and available for postings. If the goods receipt was in a prior fiscal year, you can not specify Prior Fiscal Year Expense. A GJV would need to be done.

**Warning:**

Do NOT attempt to do this if the purchase order contains an **asset**. If the goods receipt was posted to a fixed asset that has started to depreciate, you can not reverse the GR. Also, you can not reverse a GR that has been posted to a 179 project (asset under construction) if the project has been closed.

Please call the SAP Helpdesk before continuing for asset POs.

Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE  
VERIFICATION > GR/IR ACCOUNT MAINTENANCE > MAINTAIN  
GR/IR CLEARING ACCOUNT**

Transaction code: **MR11**

## Beginner Accounts Payable

Program Edit Goto System Help

### Maintain GR/IR Clearing Account

**Document Header Data**

|                 |            |                       |
|-----------------|------------|-----------------------|
| Company Code    | 1163       | MWR COMNAVREG, HAWAII |
| Posting Date    | 01/18/2008 |                       |
| Reference       |            |                       |
| Doc.Header Text |            |                       |

**Choose**

|                      |            |    |            |  |
|----------------------|------------|----|------------|--|
| Vendor               |            | to |            |  |
| Freight vendor       |            | to |            |  |
| Purch. Organization  |            | to |            |  |
| Purchasing Group     |            | to |            |  |
| Site                 |            | to |            |  |
| Purchasing Document  |            | to |            |  |
| Item                 |            | to |            |  |
| Purchase Order Date  | 10/01/1999 | to | 09/30/2007 |  |
| Purch. Doc. Category |            |    |            |  |
| Order Type           |            | to |            |  |

**Surplus Types**

☒ Delivery surplus  
☒ Invoice surplus

**Clear**

☒ GR/IR Clearing Account      ☐ ERS Purchase Orders  
☒ Delivery Cost Accounts      ☐ ERS - Delivery Costs

Last movement before key date: 01/18/2008

Qty Var. Less Than/Equal To: 100.0      Percentage

Value Variance Less Than/= To:      USD

**Processing**

Automatic clearance: ☐  
Prepare List: ☒ Layout      /AIMS01

Leave everything else blank or with the default. Click the Execute icon.

**Analysis of GR/IR & Freight Clearing Accounts 149(May 2008)**

## Beginner Accounts Payable

The report that comes up shows purchase orders where a goods receipt was posted, but not the invoice (as a MIRO).

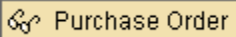


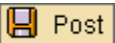
### NOTE:

Do **NOT** automatically reverse all of the documents listed. You **MUST** research the outstanding documents to see if they really should be reversed. Some OCONUS bases have long delivery times and should be kept in the account.

If you would like to see the purchase order, click on the box to the left of the line item.

| Purch.Doc.                          | Item       | PO Date           | Name 1                  | Short Text                          |
|-------------------------------------|------------|-------------------|-------------------------|-------------------------------------|
| PGr                                 | Site       | Article           | G/L acct                | Cost Ctr                            |
| Order                               | Asset      | SNo.              |                         |                                     |
| Purch.Doc.                          | Item       | Account key name  | Carrier- name 1         | Quantity Received                   |
| Quantity invoiced                   |            |                   |                         |                                     |
| 4500039803                          | 15         | 06/28/2007        | TIFOSI OPTICS INC       | STELVIO GOLF T6335 METALLIC RED     |
| 190                                 | 4513       |                   | 151000 4988             |                                     |
| <input checked="" type="checkbox"/> | 4500039803 | 15 GR/IR clearing |                         | 1                                   |
| 4500040207                          | 1          | 07/13/2007        | TAYLOR MADE ADIDAS GOLF | POWER BAND 737424 TITAN METALLIC/   |
| 190                                 | 4513       |                   | 151000 4988             |                                     |
| <input checked="" type="checkbox"/> | 4500040207 | 1 GR/IR clearing  |                         | 11                                  |
| 4500042844                          | 1          | 09/24/2007        | PING GOLF               | FREESTYLE 2008 BLK/BLK/WHITE 01 BAG |
| 190                                 | 4513       |                   | 151000 4988             |                                     |
| <input type="checkbox"/>            | 4500042844 | 1 GR/IR clearing  |                         | 1                                   |

Click on the Display Purchase Order icon.  The PO will appear. Click the green arrow back to return to the report. 

Once all of the appropriate line items to be reversed are chosen, click the Post icon.  A log is created that shows the document numbers. Only one clearing/reversing document is created, even if multiple goods receipts are chosen. Remember that the PO is still "Open" and will need to be closed. Please see the Procurement Advanced manual ("Close Purchase Order Line Items") for more info.

[List](#)
[Edit](#)
[Goto](#)
[Settings](#)
[Extras](#)
[System](#)
[Help](#)























### Maintain GR/IR Clearing Account
















Log created on 01/18/2008

**Information** 1  
**Warnings**  
**Error**  
**Total** 1

| Exce...                                                                             | ... | Application Area | Ms... | N... | Numer. | Purch.Doc. | Item | Message Text                    |
|-------------------------------------------------------------------------------------|-----|------------------|-------|------|--------|------------|------|---------------------------------|
|  | I   | MS               | 060   | 1    | 1      |            |      | Document no. 4190000551 created |
|  |     |                  |       |      | 1      |            |      |                                 |

## Manually Clear Vendor Line Items

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> ACCOUNT > CLEAR**

Transaction code: **F-44**

**NOTE:**

This process should be done after a "payment on account" has been performed and the offsetting source documents (i.e., goods receipt and invoice) have been received.

A **"PAYMENT ON ACCOUNT"** could be done in a situation where a prepayment to the vendor is required prior to receipt of goods and/or invoice. For example, a check must be prepared in order for the Post Office to authorize a postage meter increase or a check is necessary for prepaid ITT tickets. The check is prepared as a **"Payment on Account"** resulting in a check being written with NO offsetting invoice or paperwork. (See: **"HOT CHECKS"** for Payment On Account in the Accounts Payable Advanced manual.)

After receipt of the goods or services, (increased meter postage from the Post Office or the ITT tickets), the receiving document should be forwarded to the Accounts Payable Technician for processing. This receipt should be processed as a **"goods receipt, then invoice verification"** in the case of procurement through a purchase order. If the direct invoicing method is used, the receipt of the postage or the prepaid tickets should be used to enter the **"invoice"**.

Once the invoice has been entered into the system, you will note that the vendor has two **"open items"** - one invoice and one payment (with matching amounts/items). However, in the SAP system they are unmatched and **NOT CLEARED** as are normal payments. The SAP system cannot automatically match these items as is (payment first and invoice second), so **MANUAL CLEARING** is required.

**NOTE:**

The automatic payment run program will handle clearing automatically for most routine payments.

---

|  |                                                     |
|--|-----------------------------------------------------|
|  | See Appendix A, § 97.01 of the Connecticut Statutes |
|--|-----------------------------------------------------|

In the **ADDITIONAL SELECTIONS** section, you may indicate the field on which to clear. In most Accounts Payable situations, the NONE will be the field used to clear. Click the **NONE** field.

Click **Process open items** and all open items for the selected vendor will appear. In the column “USD Gross”, select (by double clicking) the amounts of the items that you want to clear. The amounts should change color from black to blue (as pictured below) or red depending on your user profile.

The screenshot shows the 'Clear Vendor Process open items' window. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The window title is 'Clear Vendor Process open items'. Below the title bar, there are buttons for 'Distribute diff.', 'Charge off diff.', 'Editing options', and 'Cash Disc. Due'. The window is divided into several tabs: 'Standard', 'Partial pmt', 'Res.items', and 'Withhldg tax'. The 'Standard' tab is selected. Below the tabs, there is a header for 'Account items 4000021075 SOUTHERN INDUSTRIAL TRUCK & LIFT RE'. The main area contains a table with the following columns: Reference, Document, D, Document, P, S, Day, USD Gross, Cash discont, and Cash. The table contains five rows of data, with the 'USD Gross' column values highlighted in blue. The values are: 6,500.00-, 11,500.00-, 11,500.00-, 11,500.00-, and 11,500.00-. Below the table, there is a toolbar with icons for 'Gross<->', 'Currency', 'Items', 'Items', 'Disc.', and 'Disc.'. At the bottom, there is an 'Editing status' section with fields for 'Number of items' (5), 'Display from item' (1), 'Reason code', 'Amount entered' (0.00), 'Assigned' (0.00), 'Difference postings', and 'Display in clearing currency' (Not assigned, 0.00).

| Reference | Document   | D  | Document   | P  | S   | Day | USD Gross  | Cash discont | Cash |
|-----------|------------|----|------------|----|-----|-----|------------|--------------|------|
| SK04UI    | 3500000000 | KR | 11/29/2007 | 31 | 7   |     | 6,500.00-  |              |      |
| EI2084    | 5100000000 | RE | 12/21/2007 | 31 | 15- |     | 11,500.00- |              |      |
| EI2084    | 5100000001 | RE | 12/21/2007 | 21 | 15- |     | 11,500.00- |              |      |
| EI2084    | 5100000002 | RE | 12/21/2007 | 31 | 15- |     | 11,500.00- |              |      |
| EI2084    | 5100000003 | RE | 12/21/2007 | 21 | 15- |     | 11,500.00- |              |      |

After you have selected the items (by double-clicking on the line item amount or by clicking once and selecting the “activate items icon”  you want to clear), click the Save button.  The items are “CLEARED”.

## Beginner Accounts Payable

To double check that the items are cleared:

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE  
> ACCOUNT > DISPLAY/CHANGE LINE ITEMS**

Transaction code: **FBL1N**

You will note the items no longer show as **OPEN ITEMS** but have moved to **CLEARED ITEMS**.

Vendor Line Item Display

Status: open Parked Cleared  
Due date: Overdue Due Not due

Run Date: 01/03/2008  
User: HQ\_RANDERSON

SOUTHERN INDUSTRIAL TRUCK & LIFT RE 4000021075  
8230 MCCARTY ST  
PENSACOLA FL 32534

| Stat                     | CoCd | Reference | DocumentNo | Type | Doc. Date  | Pstng Date | PK | DD | Net due dt | Amt in loc.cur. | Text     |
|--------------------------|------|-----------|------------|------|------------|------------|----|----|------------|-----------------|----------|
|                          | 1139 | SK04UI    | 3500000000 | KR   | 11/29/2007 | 11/29/2007 | 31 |    | 12/14/2007 | 6,500.00-       | *DEPOSIT |
| *                        |      |           |            |      |            |            |    |    |            | 6,500.00-       |          |
| <input type="checkbox"/> | 1139 | EI2084    | 5100000000 | RE   | 12/21/2007 | 12/21/2007 | 31 |    | 01/05/2008 | 11,500.00-      |          |
| <input type="checkbox"/> | 1139 | EI2084    | 5100000001 | RE   | 12/21/2007 | 12/21/2007 | 21 |    | 01/05/2008 | 11,500.00       | MIR4     |
| <input type="checkbox"/> | 1139 | EI2084    | 5100000002 | RE   | 12/21/2007 | 12/21/2007 | 31 |    | 01/05/2008 | 11,500.00-      |          |
| <input type="checkbox"/> | 1139 | EI2084    | 5100000003 | RE   | 12/21/2007 | 12/21/2007 | 21 |    | 01/05/2008 | 11,500.00       | MIR4     |
| *                        |      |           |            |      |            |            |    |    |            | 0.00            |          |
| ** Account 4000021075    |      |           |            |      |            |            |    |    |            | 6,500.00-       |          |

## Reset Vendor Cleared Items

This procedure is used to reset the clearing between two or more documents. Effectively, this transaction breaks the clearing “link” and makes the documents open items again. For example, two documents may be mistakenly cleared against one another.

This transaction is never to be used to reverse check payments to vendors. Always use the check management functionality.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT > RESET CLEARED ITEMS**

Transaction code: **FBRA**

| Field                      | Description/Usage                                                               |
|----------------------------|---------------------------------------------------------------------------------|
| <b>Reset Cleared Items</b> |                                                                                 |
| <b>Clearing document</b>   | Clearing document number to be reversed.                                        |
| <b>Company code</b>        | Enter the company code for the base/fund in which the cleared items are posted. |
| <b>Fiscal year</b>         | The fiscal year in which the clearing document was posted.                      |

To view the related documents, click on **[Items]** under the toolbar. This will display the line items that were cleared together. To view the individual documents, double-click on the desired line item.

Click  to return to the original screen.

To view a list of the accounts included in the clearing document, click on **[Accounts]** push-button.

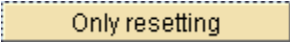
Click  to return to the original screen, then:

To reverse the clearing document, click

A “**Reversal of Clearing document**” screen will appear.

## Beginner Accounts Payable

---

The push-button  is pressed; the clearing document will be reset as an open item. **No reversal posting is generated.** The related invoices will be open items again; however the original clearing document will remain. This feature should only be used for resetting manually cleared items.

A message “**Clearing XXXXXXXXXX reset**” will appear. Click  to continue. This is followed by another message “**Document XXXXXXXXXX was posted in company code XXXX**”.

Click  to continue