SAP Easy Access

Other menu   Create role   Assign users   Documentation

- Favorites
- SAP Menu
  - Office
  - Cross-Application Components
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - WebClient UI Framework

SAP Procurement Processes

in S/4 HANA
using FIORI APP

Invoice Verification
Automatic Invoice for
Items due in Invoicing Plan

1. **Setup ERS for Vendor (XK02 or BP)**
2. Setup Purchase Order for Invoicing Plan (ME21N)
3. Invoicing Plan (MRIS)
4. Check auto Invoice in PO History (ME23N)
5. Check Invoice Listing (MIR6)
6. Check "Invoicing Plan indicator" in Invoice Header (SE16N)

Change Organization: V1, role Supplier

Person | Organization | Group | | | | General Data | Purchasing | Relationships

| Business Partner | V1 | | V1 / 12345 Ctiy |
| Change in BP role | FLVN01 Supplier (Maintained) ▼ | | |

Worklist | **Find**

Find	1 Business Partn... ▼
By	1 Number ▼
BusinessPartner	S4515-129
Max. hits	100	Start	🗑

Purchasing Organization

| Purch. organization | 1010 | Purch. Org. 1010 | | Purchasing Organizations |
| | | | | Switch Organization |

| Partner | Description |

Purchasing Data | Partner Functions | Additional Purchasing Data | Interchange...

Pr. Date Cat.	
Sort criterion	
All Purchasing Organization Block	☐
Selected Purchasing Orgainzation Block	
Conf. Control	
Returns Supplier	☐
AutoEvalGRSetmt Del.	☑
Planning cal.	
Planning cycle	
Order optim.rest.	

Mandatory ERS for Vendor for Auto Invoice in case of Invoicing Plan

☑ Changes have been saved

SAP

SAP

1. Setup ERS for Vendor (XK02 or BP)
2. **Setup Purchase Order for Invoicing Plan (ME21N)**
3. Invoicing Plan (MRIS)
4. Check auto Invoice in PO History (ME23N)
5. Check Invoice Listing (MIR6)
6. Check "Invoicing Plan indicator" in Invoice Header (SE16N)

Create Purchase Order

Document Overview On | 📄 📑 Hold 🔒 | 🖥️ ℹ️ 🔍 | Save As Template | Load from T...

| | FO Framework Order ▼ | | Vendor | | | Doc. Date | 05 |

Header

🖪	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	🔴	10	K	🗇		Renovation works	1	AU	D	05.11.2020	10.000,00	EUR	1	AU	001	1010
												EUR				1010
												EUR				1010

◄ ► □

Default Values

Addl Planning

Item

| Mat... | Delivery Sched... | ... | ions | Accoun... | ...r. | ◄ ► 🗗 |

☑ Inv. F

☐ Final

☐ GR-Bs

☑ ERS

DP Category ▼

4. Short Text Mandatory

6. Enter Plant

3. Account Assignment Mandatory (Cannot be "U" or Unknown)

5. Enter the Order Qty and Amounts
PO Qty   1
UOM   AU
Net Price $10000
(Total Renovation works costs)
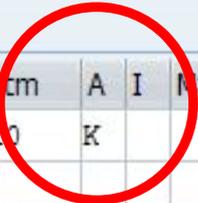
7. Enter Material Group

SAP

Create Purchase Order

Document Overview On   Hold   Personal Setting   Save As Template   Load from Template

| FO Framework Order ▾ | | Vendor | V1 V1 | | Doc. Date | 05.11.2020 ⚠ |

Header

🔢	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	🔴	10	K			Renovation works	1	AU	D	05.11.2020	10.000,00	EUR	1	AU	001	1010
												EUR				1010

Default Values   Addl Planning

Item   1 [10] Renovation works ▾   ▲ ▼

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | T. |

Overdeliv. Tol.	%	☐ Unlimited	1st Rem./Exped.	☐ Goods receipt
Underdel. Tol.	%	☐ Origin Accept.	2nd Rem./Exped.	☐ GR non-valuated
Shipping Instr.	▾		3rd Rem./Exped.	☐ Deliv. Compl.

8. Remove GR flag (no GR for Invoicing Plan)

Stock Type	Unrestricted use	☐ Part.Del./Item
	Latest GR Date	
Rem. Shelf Life	D	☐ Compl.Del.
QA Control Key	▾	Certificate Type

The "ERS" field in the PO item only appear/visible only if the "ERS" setting was SET in the VENDOR Master

Create Purchase Order

Document Overview On | 📄 🗂 Hold   Park 🗂 | 🧰 ℹ️ 🗃 Personal Setting | Save As Template   Load from Template

| 🛒 | FO Framework Order ▼ | | Vendor | V1 V1 | | Doc. Date | 05.11.2020 ⚠️ |

Header

🏷	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	⚠️	10	K			Renovation works	1	AU	D	05.11.2020	10.000,00	EUR	1	AU	001	1010
												EUR				1010
												EUR				1010

◀ ▶ ▢

🔍 📋 📑 📄 🗑 🔒 🔓 📑 🗂 📄 📊 📊 📊 ▼ Values   Addl Planning   🗂

Item   1 [10] Renovation works

| Material Data | Quantities/Weights | Deliv... | ...ice | Conditions | Account Assignment | T. | ◀ ▶ 🗗 |

GOTO Invoicing Plan

☑ Inv. Receipt   [Invoicing Plan]   Tax Code   0I 📋   [Taxes]

☐ Final Invoice

☐ GR-Bsd IV

☑ ERS

DP Category   [▼]

SAP

Create Purchase Order

Document Overview On | 🗋 🗗 Hold   Park 🏠 | ⚠ 🛈 🗃 Personal Setting | Save As Template   Load from Template

🛒 FO Framework Order ▼ | Vendor | V1 V1 | Doc. Date | 05.11.2020 ⚠

🗎 Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
⚠	10	K			Renovatic	🖹 Specify Invoicing Plan ✕			5.11.2020	10.000,00	EUR	1	AU	001	1010
											EUR				1010
											EUR				1010

Invoicing plan type

[▼]

10 Sample periodic invoice plan
20 Sample Partial Invoice Plan   fault Values   Addl Planning

Continue   Cancel

🗎 Item | 1 [10] Renovation works

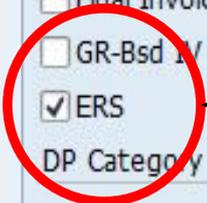| Material Data | Quantities/Weights | Delivery Schedule | Deliver |

☑ Inv. Receipt   [Invoicing Plan]   Tax Code
☐ Final Invoice
☐ GR-Bsd IV
☑ ERS
DP Category [▼]

Use Partial Invoicing Plan since the Periodic Amounts are not the same and payment timings are not in repeated in a certain fixed frequency. (vs Periodic Invoicing Plan are like RENTAL with same monthly Rate and payment maybe Montly).

SAP

Overview   **Edit**   **Goto**   **System**   **Help**

Create Purchase Order

Detail

Purchasing Doc.		
Item	10	Renovation works
PO Quantity	1	10
Net Value	10.000,00	EUR

First payment 02.11.2020 $2000 is in the Past.
INVOiCING PlaN will pick-up this line item and Auto Generate the Invoice

Invoice plan

Inv. plan type	20 Sample Partial Invoice Plan	
Start date	05.11.2020 01 Today's Date	Reference

Deadlines

Total amount	100,00 %		Total val.	10.000,00 EUR				

InvDate	DtDs	Description	%	Invoice value	Crcy	RS	T	R
02.11.2020	10	Project stage	20,00	2.000,00	EUR		1	A
01.12.2020	0011	Project stage	30,00	3.000,00	EUR		1	A
20.12.2020	0012	Project stage	50,00	5.000,00	EUR		1	A
☑								
☑								
☑								

The Values of the Renovation costs are to be paid in 3 different dates

SAP

Create Purchase Order

Document Overview On | 🗋 🗗 Hold | Park 🗂 | 🎛 ⓘ 🗊 Personal Setting | Save As Template | Load from Template

🛒 FO Framework Order ▼ [   ]   Vendor   [V1 V1   ]   Doc. Date [05.11.2020] ⚠

🔲 Header

SAVE Invoicing Plan PO

🗟	S..	Itm	A	I	Material	Short Text		Net Price	Curr...	Per	O...	Matl Group	Plnt
	⚠	10	K			Renovation works		10.000,00	EUR	1	AU	001	1010
									EUR				1010
									EUR				1010

🔍 🗟 🗟 🗟 | 🗑 🔒 🔓 | 🗐 🎛 | 🗐 🗐 🔽 🗐 🖱 | 🗐 | [Default Values] | [Addl Planning] 🗗

🔲 Item [1 [10] Renovation works ▼] 🔼 🔽

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | T. | ◀ ▶ 🗗

☑ Inv. Receipt   [Invoicing Plan]   Tax Code   [0I] 🗗   [Taxes]

☐ Final Invoice

☐ GR-Bsd IV

☑ ERS

DP Category [▼]

SAP

Create Purchase Order

Document Overview On   🗋 🗗 Hold 🗗 | 🛈 🖳 Personal Setting | Save As Template   Load from Template

| 🛒 | NB Standard PO ▼ | | Vendor | | Doc. Date | 05.11.2020 |

🗂 Header

🗐	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010
																1010

◄ ► ☐

Invoicing Plan
PO# 4500000084

🗃 🗐🗐🗐 🗑🔒🔓 🗐🗐 🗐🗐🗐🗐🗐   Addl Planning   🗗

🗂 Item | 1 New Item |

✅ Framework Order created under the number 4500000084   **SAP**

1. Setup ERS for Vendor (XK02 or BP)
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3. **Invoicing Plan (MRIS)**
4. Check auto Invoice in PO History (ME23N)
5. Check Invoice Listing (MIR6)
6. Check "Invoicing Plan indicator" in Invoice Header (SE16N)

SAP Easy Access

Other menu | Create role | Assign users | Documentation

- ▶ 📁 Connector for Multi-Bank Connectivity
- ▶ 📁 Office
- ▶ 📁 Cross-Application Components
- ▶ 📁 Audit Management
- ▶ 📁 Business Partner Screening
- ▶ 📁 Business Integrity Screening
- ▶ 📁 Tax Compliance
- ▼ 📂 Logistics
  - ▶ 📁 Equipment and Tools Management
  - ▼ 📂 Materials Management
    - ▶ 📁 Purchasing
    - ▶ 📁 Inventory Management
    - ▼ 📂 Logistics Invoice Verification
      - ▶ 📁 Document Entry
      - ▶ 📁 Further Processing
      - ▼ 📂 Automatic Settlement
        - · ⬡ MRRL - Evaluated Receipt Settlement (ERS)
        - · ⬡ MRER - Execute Automotive ERS
        - · ⬡ MRDC - Automatic Delivery Cost Settlement
        - · ⬡ MRKO - Consignment and Pipeline Settlement
        - · ⬡ MRIS - Invoicing Plan Settlement
        - · ⬡ MRNB - Revaluation
        - · ⬡ ISAUTO_MRNB - Revaluation with Collective Settlement
        - ▶ 📁 Country Specifics
    - ▶ 📁 GR/IR Account Maintenance
    - ▶ 📁 Archiving

Run Invoicing Plan

SAP

Invoicing Plan Settlement with Logistics Invoice Verification

Document Selection

Company Code	1010	to		
Plant		to		
Vendor	V1	to		
Purchasing Document	4500000084	to		
Item		to		

Processing Options

Doc. selection	3
Test Run	☑

Test Run

Display Options

Layout	

SAP

Invoicing Plan Settlement with Logistics Invoice Verification

Pstable	Vendor	Purch.Doc.	Item	Mat. Doc.	MatYr	InfoText	FI Doc.	DC	B/Lading	Smart No.
X	V1	4500000084	10							

Framework Order 4500000084 Created by Froggy

Detail

Purchasing Doc.	4500000084		
Item	10	Renovation works	
PO Quantity	1	AU	
Net Value	10.000,00	EUR	

Invoice plan

Inv. plan type	20 Sample Partial Invoice Plan	
Start date	05.11.2020 01 Today's Date	Reference

Deadlines

Total amount   100,00 %   Total val.   10.000,00   EUR

InvDate	DtDs	Description	%	Invoice value	Crcy	RS	T	R	
02.11.2020	10	Project stage	20,00	2.000,00	EUR		1	A	
01.12.2020	0011	Project stage	30,00	3.000,00	EUR		1	A	
20.12.2020	0012	Project stage	50,00	5.000,00	EUR		1	A	

There is at least one item due for Invoice creation in the PO

SAP

Invoicing Plan Settlement with Logistics Invoice Verification

Document Selection

Company Code	1010	to		
Plant		to		
Vendor	V1	to		
Purchasing Document	4500000084	to		
Item		to		

Processing Options

Doc. selection	3
Test Run	☐

Actual Run

Display Options

Layout	

SAP

Invoicing Plan Settlement with Logistics Invoice Verification

Pstable	Vendor	Purch.Doc.	Item	Material Doc.	MatYr	Information Text	FI Doc.	DC	B/Lading	Smart No.
X	V1	4500000084	10	5105600294	2020	Document created	$$011			

That is the Invoice
Document posted (not
the Material
Document)

SAP

1. Setup ERS for Vendor (XK02 or BP)
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5. Check Invoice Listing (MIR6)
6. Check "Invoicing Plan indicator" in Invoice Header (SE16N)

Framework Order 4500000084 Created by Froggy

Detail

Purchasing Doc.	4500000084
Item	10 · Renovation works
PO Quantity	1 · AU
Net Value	10.000,00 · EUR

Invoice plan

Inv. plan type	20 Sample Partial Invoice Plan
Start date	05.11.2020 01 Today's Date · Reference

"C" cleared

Deadlines

Total amount 100,00 %   Total val.   10.000,00 EUR

	InvDate	DtDs	Description	%	Invoice value	Crcy	RS	T	R
	02.11.2020	10	Project stage	20,00	2.000,00	EUR		1	C
	01.12.2020	0011	Project stage	30,00	3.000,00	EUR		1	A
	20.12.2020	0012	Project stage	50,00	5.000,00	EUR		1	A

SAP

Framework Order 4500000084 Created by Froggy

Document Overview On | 📄 🕵 📋 | Messages ℹ️ 🖥 Personal Setting | Save As Template

| 🛒 FO Framework Order ▼ | 4500000084 | Vendor | V1 V1 | | Doc. Date | 05.11.2020 |

📦 Header

📑	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	P
	🟨	10	K			Renovation works		1	AU	D	05.11.2020	10.000,00	EUR	1

Addl Planning

📁 Item | 1 [10] Renovation works

| Delivery Schedule | Delivery | Invoice | | signment | Purchase Order History | Texts |

Invoice Posted

Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amt.in Loc.Cur.	L.cur	Σ Qty in OPUn	DelCostC
RE-L		5105600294	1	05.11.2020				2.000,00	EUR		
Tr./Ev. Invoice receipt							▪	2.000,00	EUR		

SAP

Display Invoice Document 5105600294 2020

Show PO structure   Follow-On Documents ...   NF

Transaction   1 Invoice ▼   5105600294   2020

List of Documents in Accounting

Documents in Accounting

Document	Object type text
5100000104	Accounting document
A0000AKX00	Controlling Document

Note

Vendor V1

Company

V1

PO Box 1 2

12345 Ctiy

EUR

**FI posting
Debit Expenses
Credit Vendor**

Display Document: Data Entry View

Taxes   Display Currency   General Ledger View

Data Entry View

Document Number	5100000104	Company Code	1010	Fiscal Year	2020
Document Date	05.11.2020	Posting Date	05.11.2020	Period	11
Reference	5105600294	Cross-Comp.No.			
Currency	EUR	Texts Exist	☐	Ledger Group	

Itm	PK	SC	Account	Description	D/	Amount	Curr.	Material	Quantity	Unit	Purch.Doc.	Item	P
1	31		V1	V1	H	2.000,00-	EUR						
2	81		51100000	Material Consumption	S	2.000,00	EUR		1	AU	4500000084	10	1

PO Reference

Item	Quantity
1	

nformation - Tr...

OI

SAP

Invoice Document   Edit   Goto   System   Help

Display Invoice Document 5105600294 2020

Show PO structure   Follow-On Documents ..   🟠 NF

5105600294   2020

List of Documents in Accounting   ✕

Documents in Accounting

Document	Object type text
5100000104	Accounting document
A0000AKX00	Controlling Document

ts Note   Vendor V1

Company

5105600294   V1

PO Box 1

**CO posting
Cost Center charged**

Display Actual Cost Documents

🔍 Document   👓 Master Record   🔍 🔽 ⬆ ⬇ ▦ ⊞ ⊞ ⬇ ⬇ ⬇ ⬇

Layout	1SAP	Primary cost posting
COarea currency	EUR	EUR
Valuation View/Group	0	Legal Valuation

DocumentNo Doc. Date Document Header Text					RT
PRw OTy Object	Obj. name	Cost Elem.	CElem.name	Val/COArea Crcy	
A0000AKX00 05.11.2020					R
1 CTR 1110	Executive…	51100000	Material …	2.000,00	

nformation - Tr..

PO Reference

Item	Quantity
1	

SAP

SAP

1. Setup ERS for Vendor (XK02 or BP)
2. Setup Purchase Order for Invoicing Plan (ME21N)
3. Invoicing Plan (MRIS)
4. Check auto Invoice in PO History (ME23N)
5. **Check Invoice Listing (MIR6)**
6. Check "Invoicing Plan indicator" in Invoice Header (SE16N)

Invoice Overview - Selection Criteria

Document Number		to		
Fiscal Year	2020	to		
Processor		to		
Invoicing Party	V1	to		
Company Code	1010	to		
Document Date		to		
Posting Date		to		
Document Type		to		
Reference		to		
Document Header Text		to		

Check Invoices via Invoicing Plan only

Entry Type

- ☐ Background
- ☐ Invoices Verified Online
- ☐ EDI
- ☐ BAPI
- ☐ ERS
- ☐ Transfer Prices
- ☐ External Service

- ☑ Invoicing Plan
- ☐ Cancellation
- ☐ Revaluation
- ☐ Held/Parked
- ☐ Invoices Posted in SRM

- ☐ SOA B2B

- ☐ Business Network
- ☐ Business Network (Parked)

Invoice Status

Invoice Overview: Invoice Documents

St...	Doc. no.	It...	M...	C...	B...	S...	I...	Aggregation	Q...	U...	F...	Invoicing ...	Name of invoicing party	P	Cs
○○■	5105600293	👓				☐	✓	▼			📄	V1	V1		05
○○■	5105600294	👓				☐	✓	▼			📄	V1	V1		05

Invoice posted via the Invoicing Plan

SAP

1. Setup ERS for Vendor (XK02 or BP)
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4. Check auto Invoice in PO History (ME23N)
5. Check Invoice Listing (MIR6)
6. **Check "Invoicing Plan indicator" in Invoice Header (SE16N)**
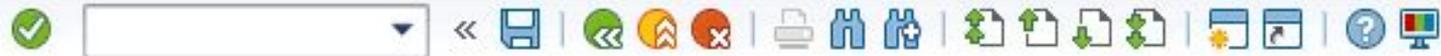
General Table Display

Background   Number of Entries | All Entries

Table	RBKP	Document Header: Invoice Receipt
Text table		No texts
Layout		
Maximum no. of hits	500	

Table RBKP

Get Field	

Selection Criteria

Fld name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Inv. Doc. No.		5105600294			✓	BELNR
Fiscal Year					✓	GJAHR
Document type					✓	BLART
Document Date					✓	BLDAT
Posting Date					✓	BUDAT

SAP

RBKP: Display of Entries Found

Search in Table	RBKP	Document Header: Invoice Receipt
Number of hits	1
Runtime	0	Maximum no. of hits	500

Insert Column

	Inv. Doc. No.	Year	Type	Doc. Date	Posting Date	User	TCode	Entered On	Entered at	Transact.	Reference	CoCode	Inv. P
	5105600294	2020	RE	05.11.2020	05.11.2020	S4515-29	MRIS	05.11.2020	09:28:34	RS	5105600294	1010	V1

Invoice executed via MRIS