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Managing Your Favorites

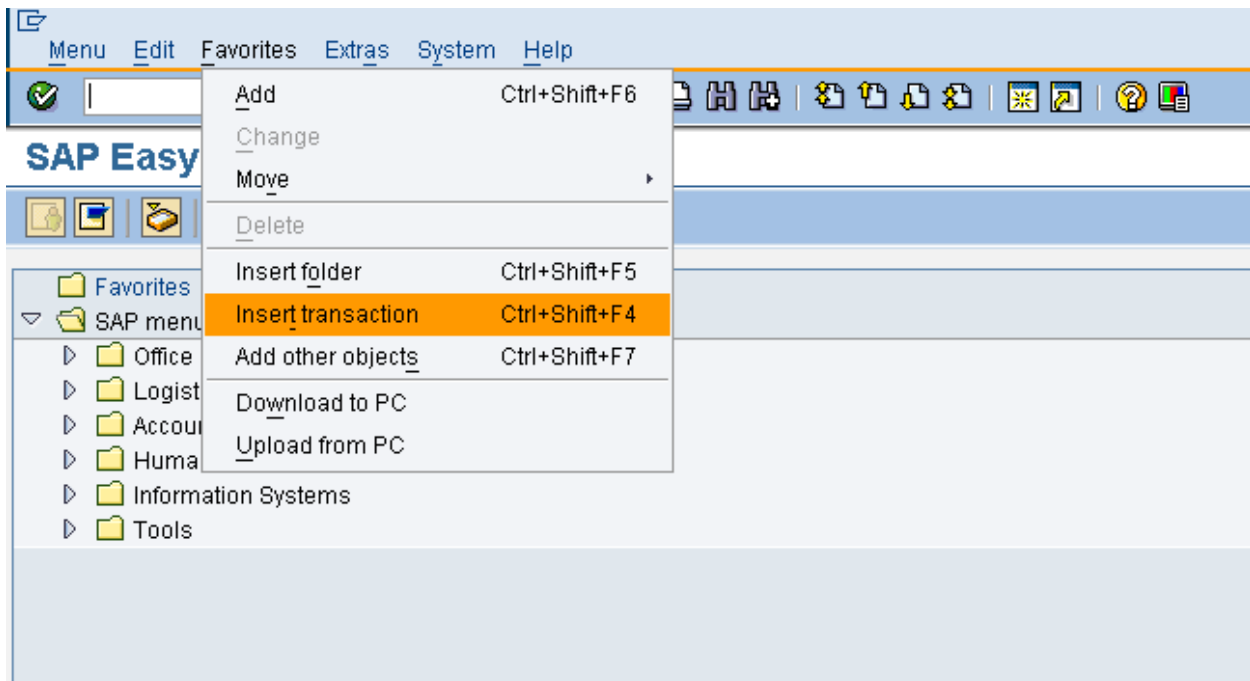
Adding Favorites

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.

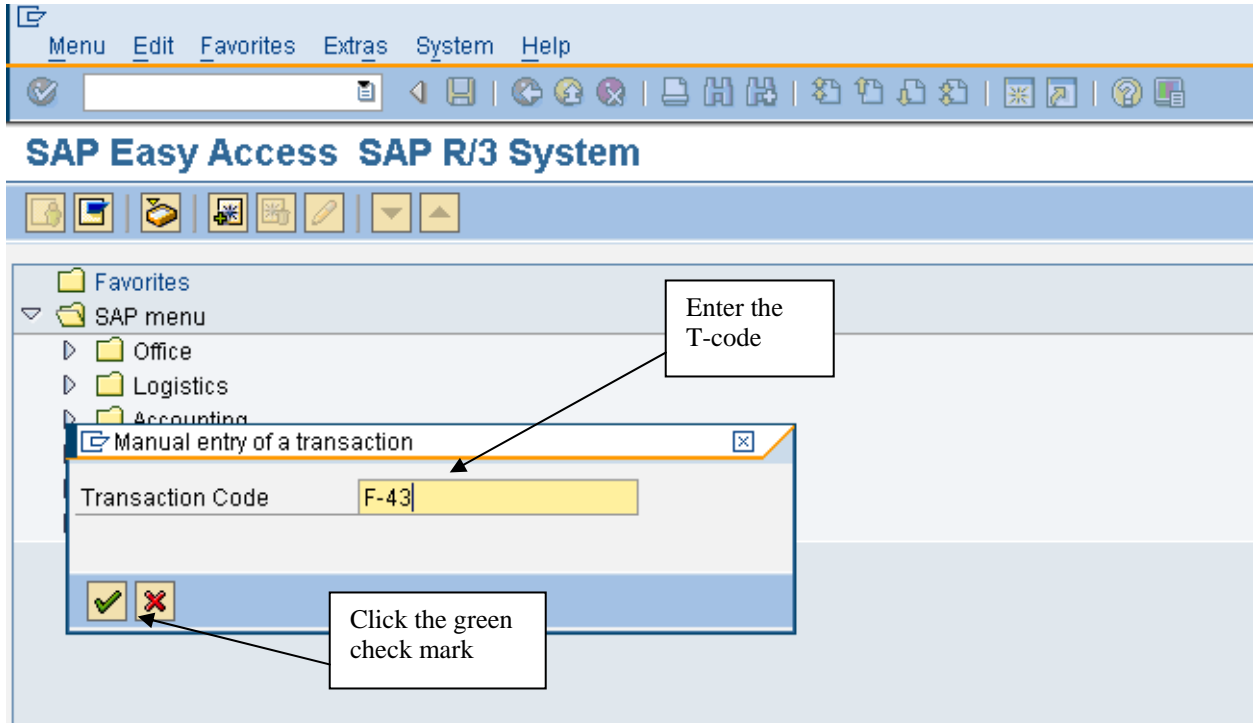
1) Insert Transaction

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. 



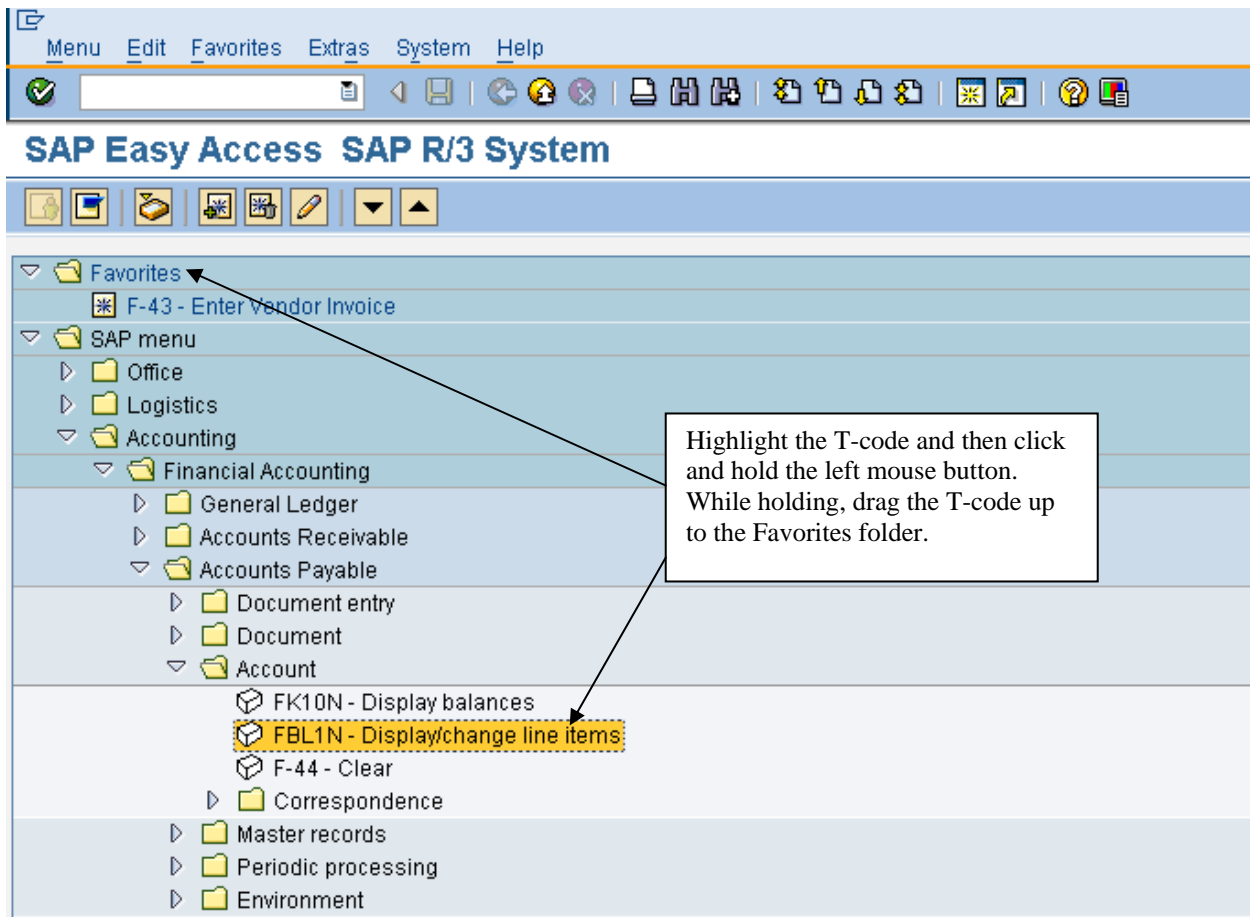
Continue with this process to add more T-codes.

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

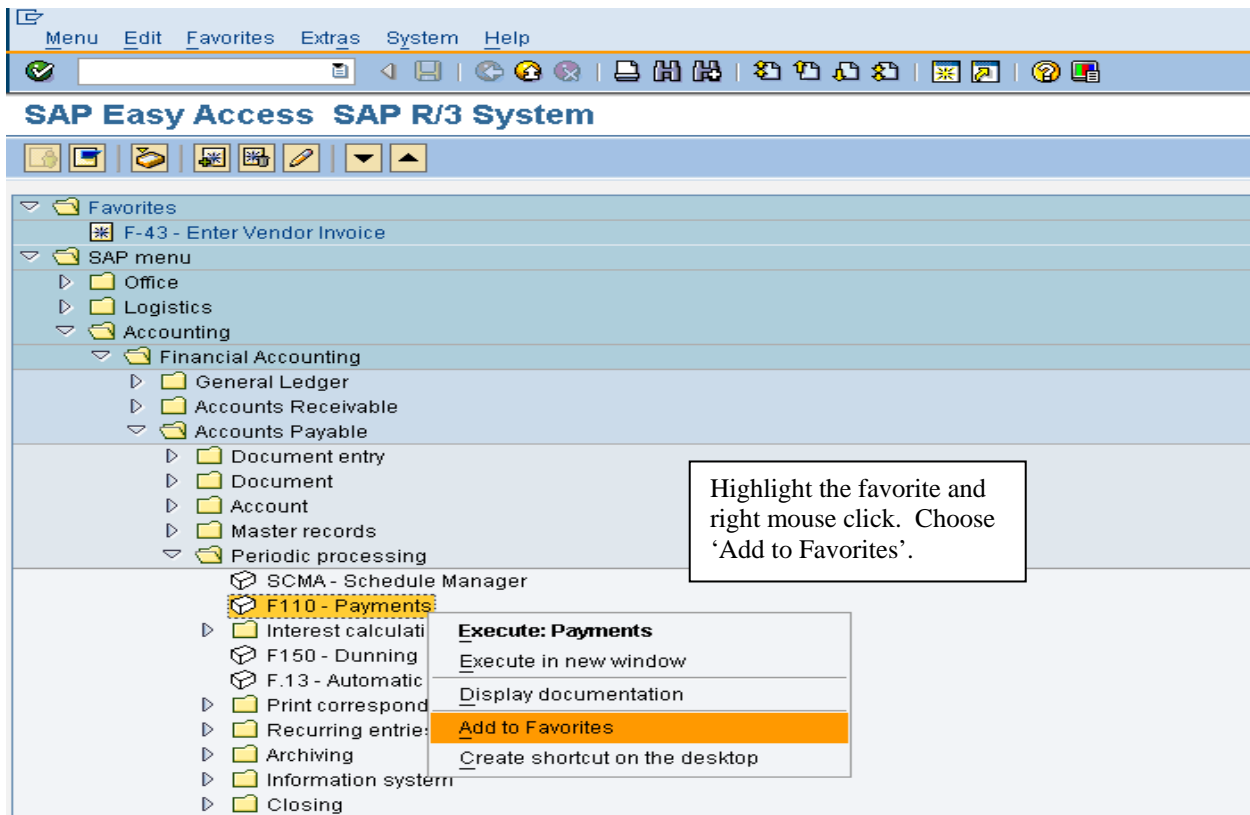
If the user finds a T-code in a menu, it can be added by dragging and dropping it under the Favorites folder.



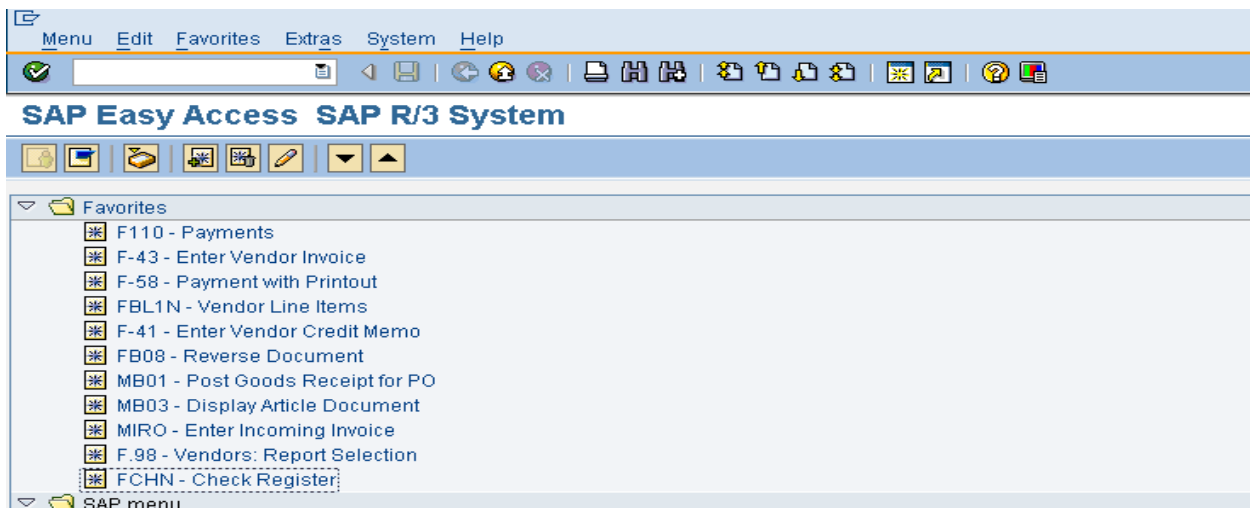
Beginner Accounts Payable

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'.

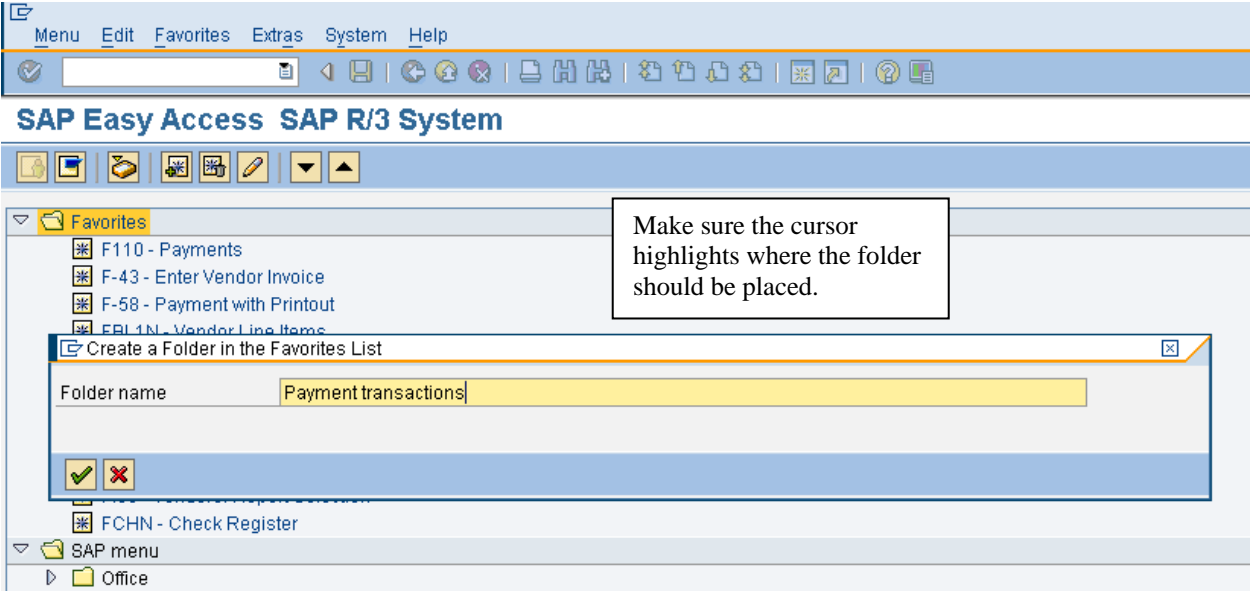
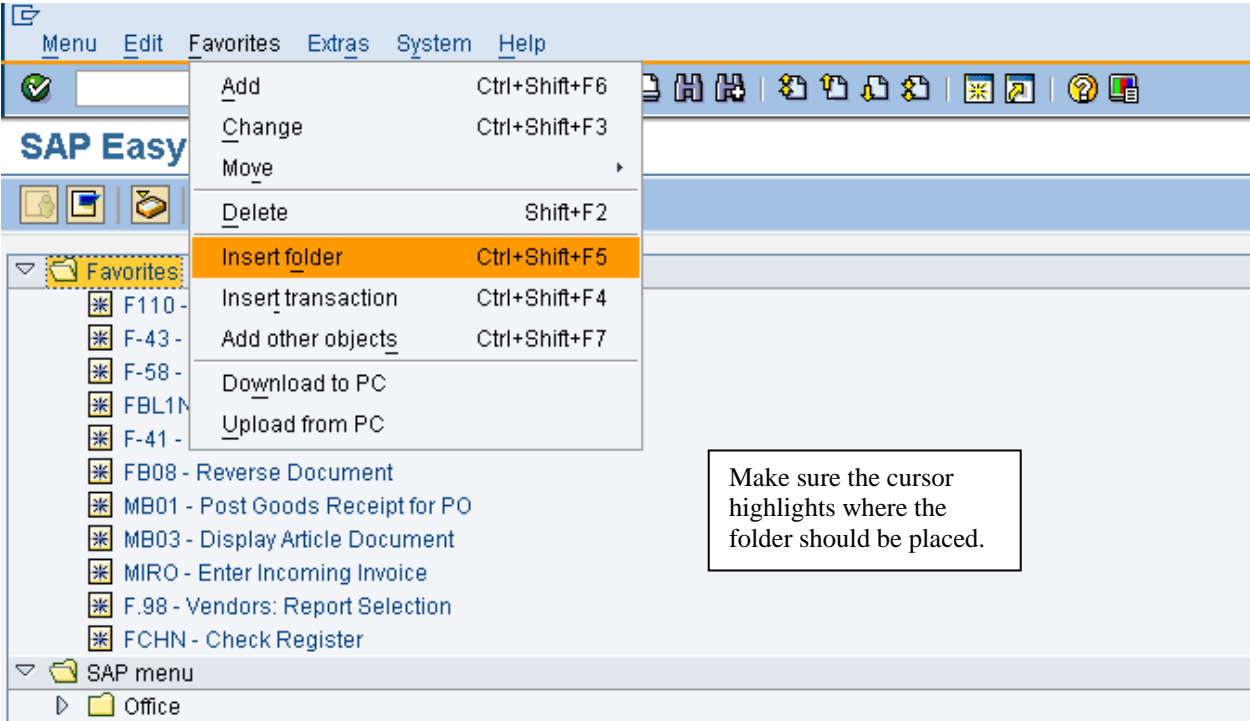


Once the favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.



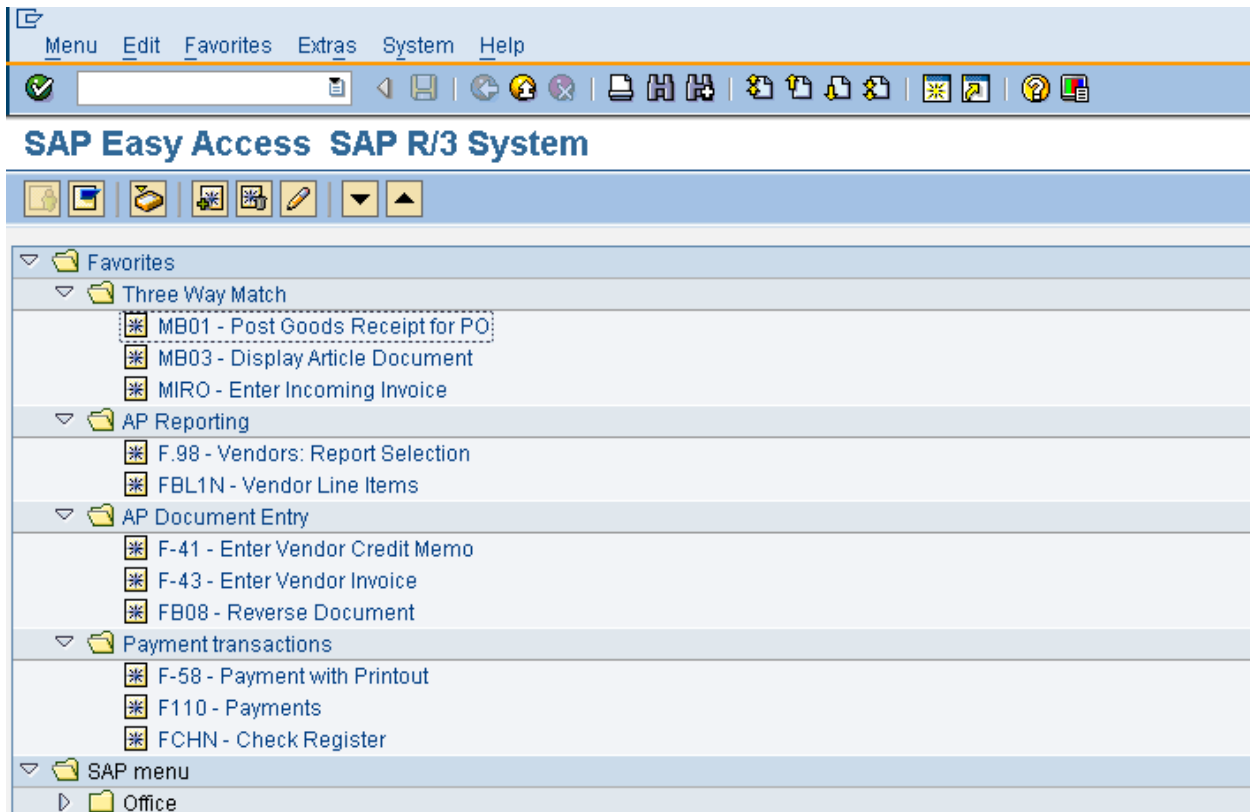
Inserting Folders

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.



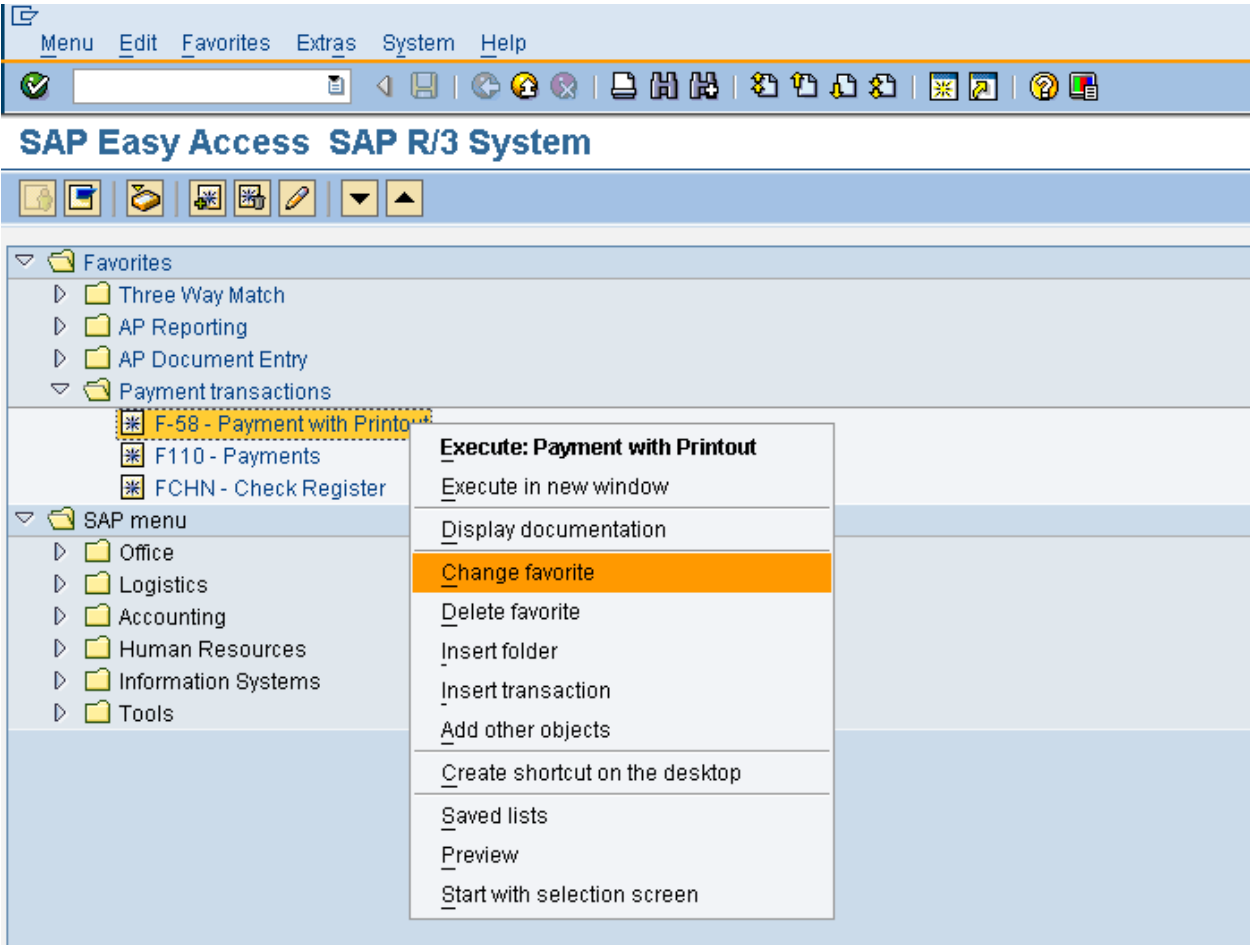
Beginner Accounts Payable

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



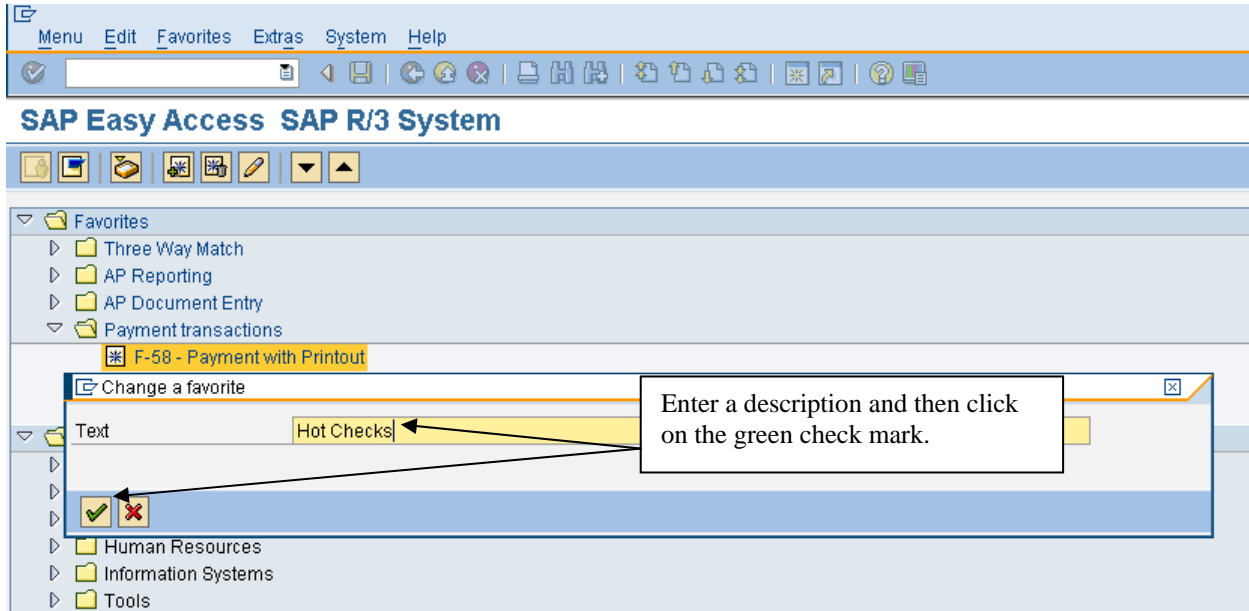
Change Favorite Text

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.

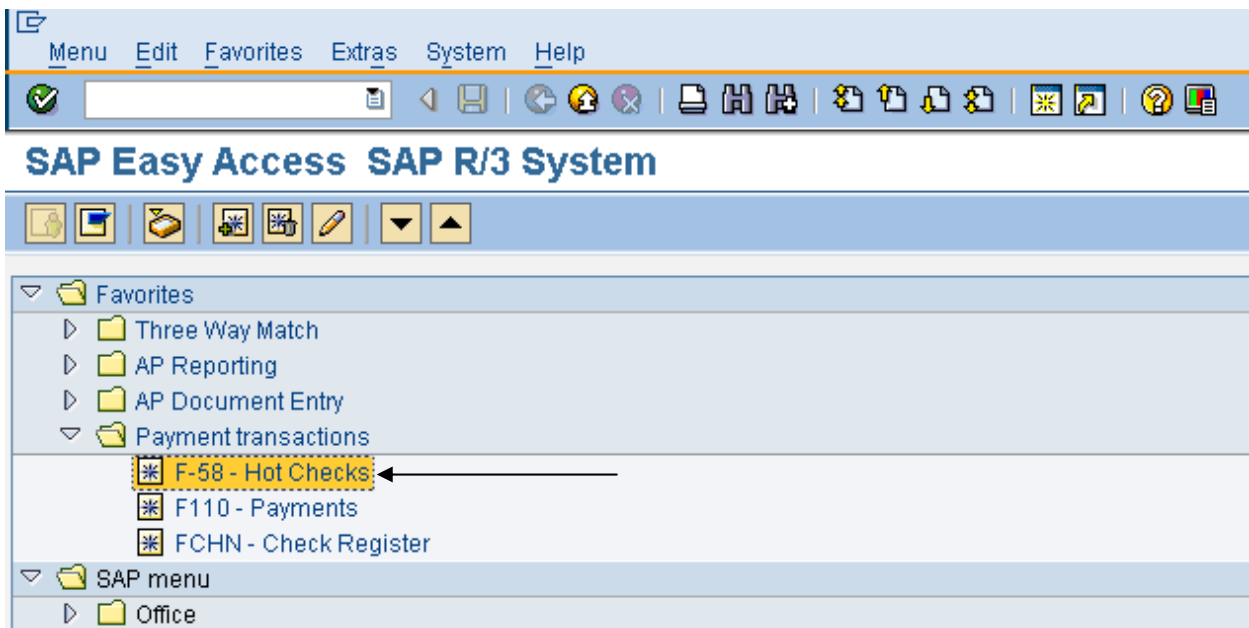


Beginner Accounts Payable

Enter a text that is more meaningful.

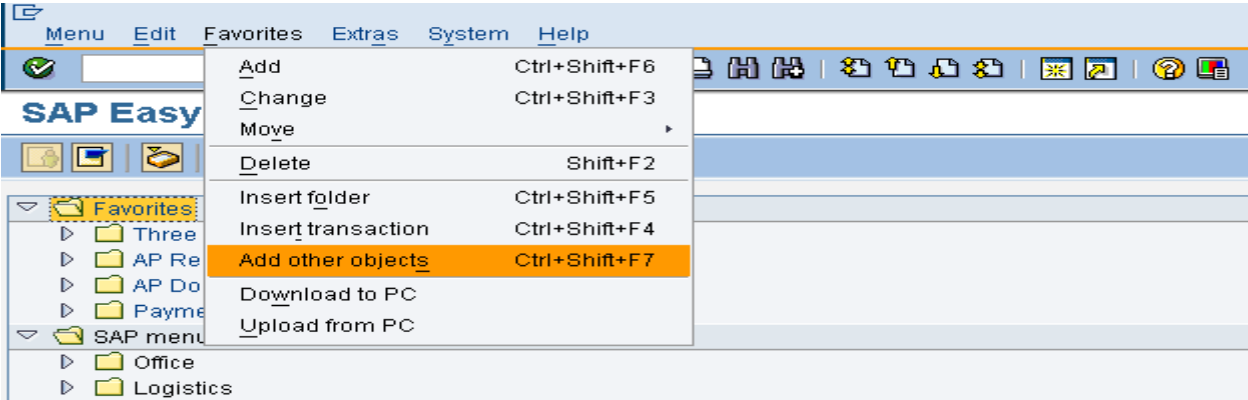


The text will change.

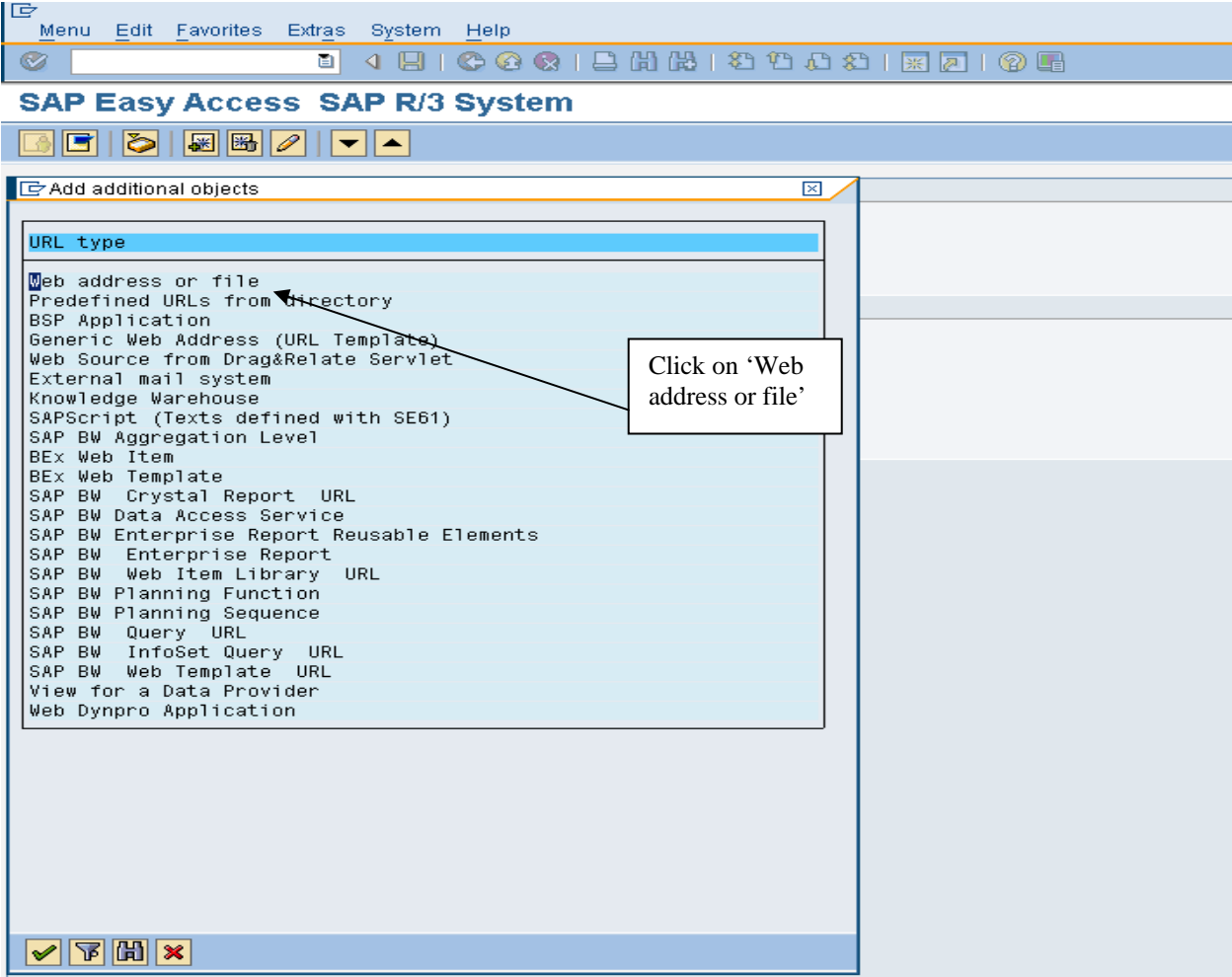


Inserting Web pages

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.

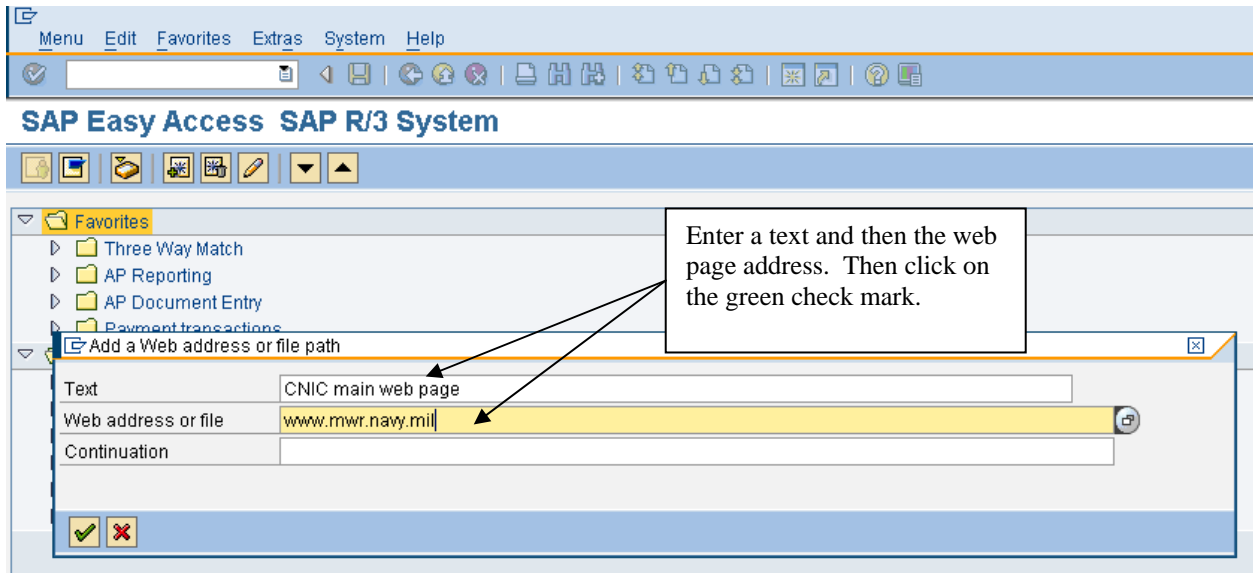


Double click on Web address or file.

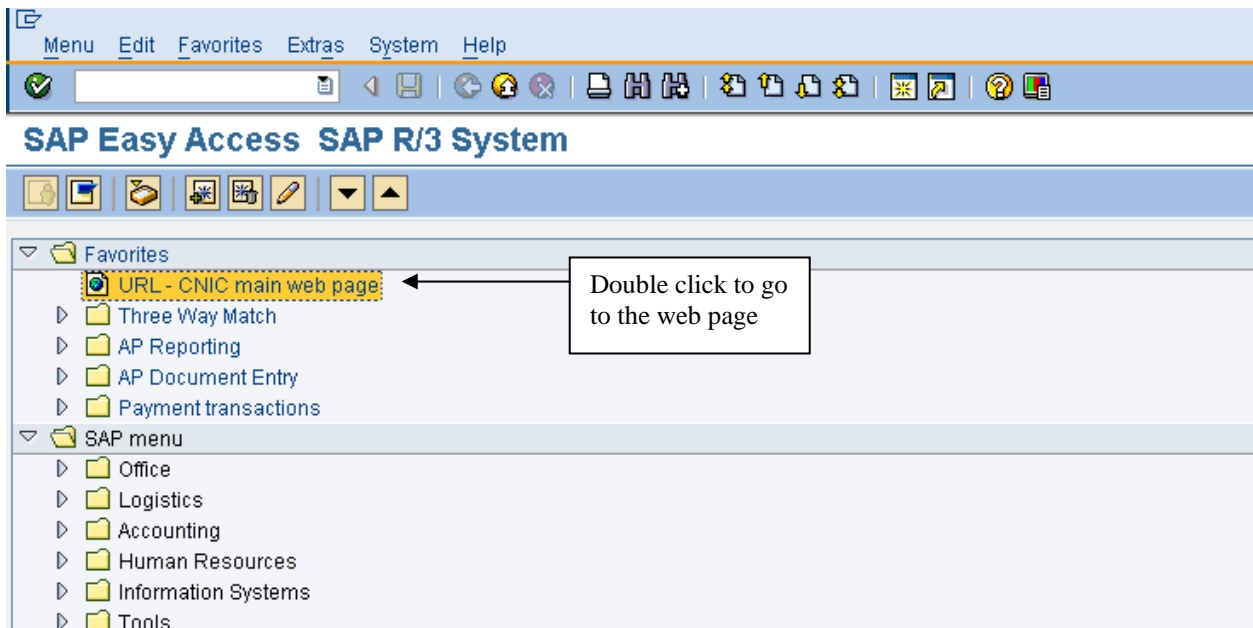


Beginner Accounts Payable

Enter the text and web address.



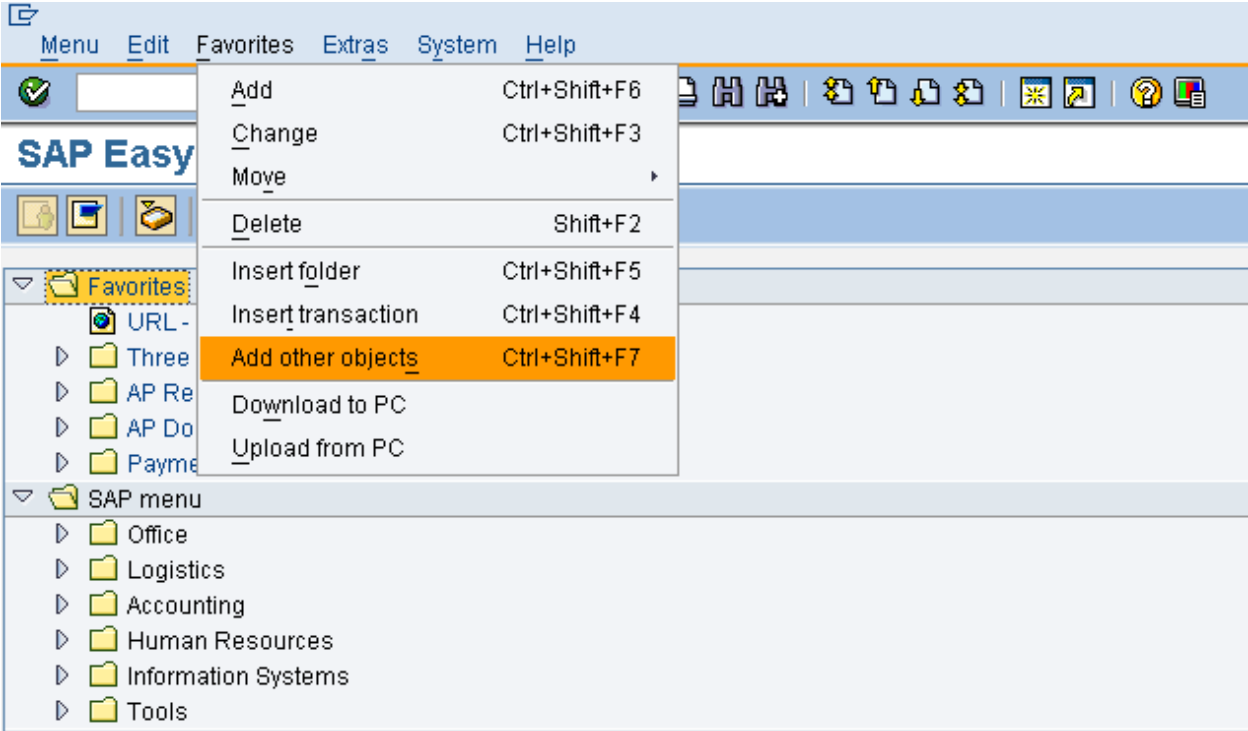
The web address will appear in the favorites and can be executed without exiting SAP.



Adding Files

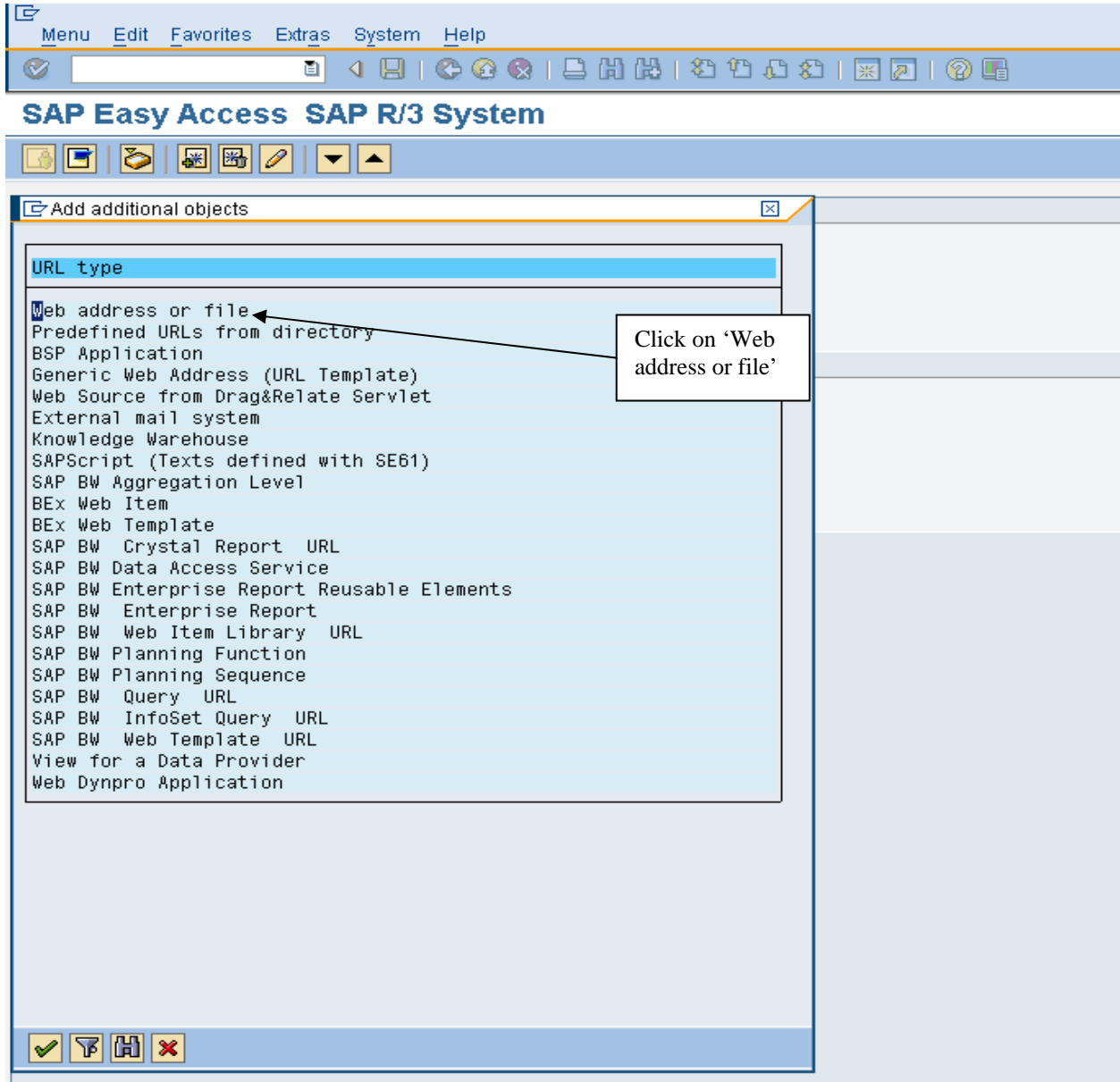
Files can also be added to the favorites. Any Microsoft product (Excel, Word or Powerpoint) can be added. The file can only be accessed when the drive associated to it is available. For example, if a file from the local C drive is added, it will only be available when logged on to that machine. If a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

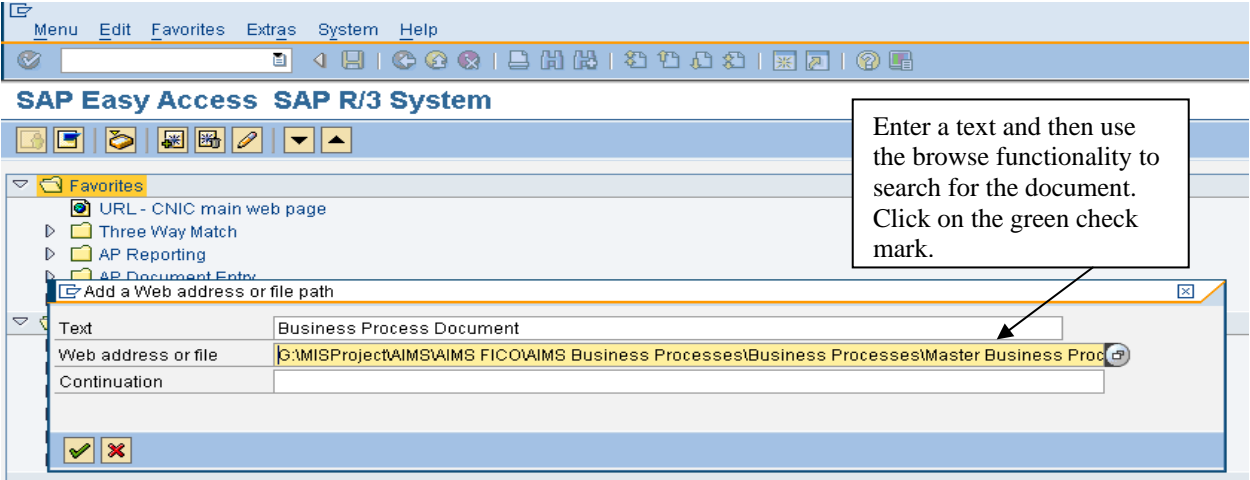


Beginner Accounts Payable

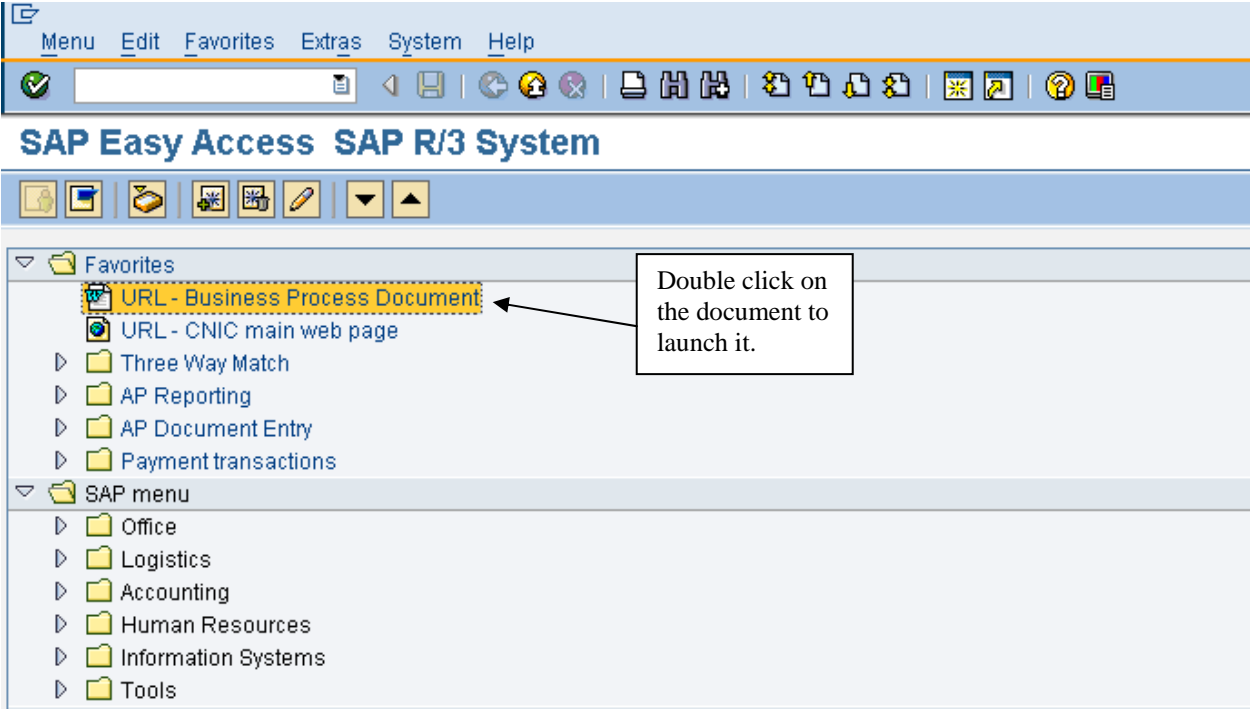
Double click on Web address or file.



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**

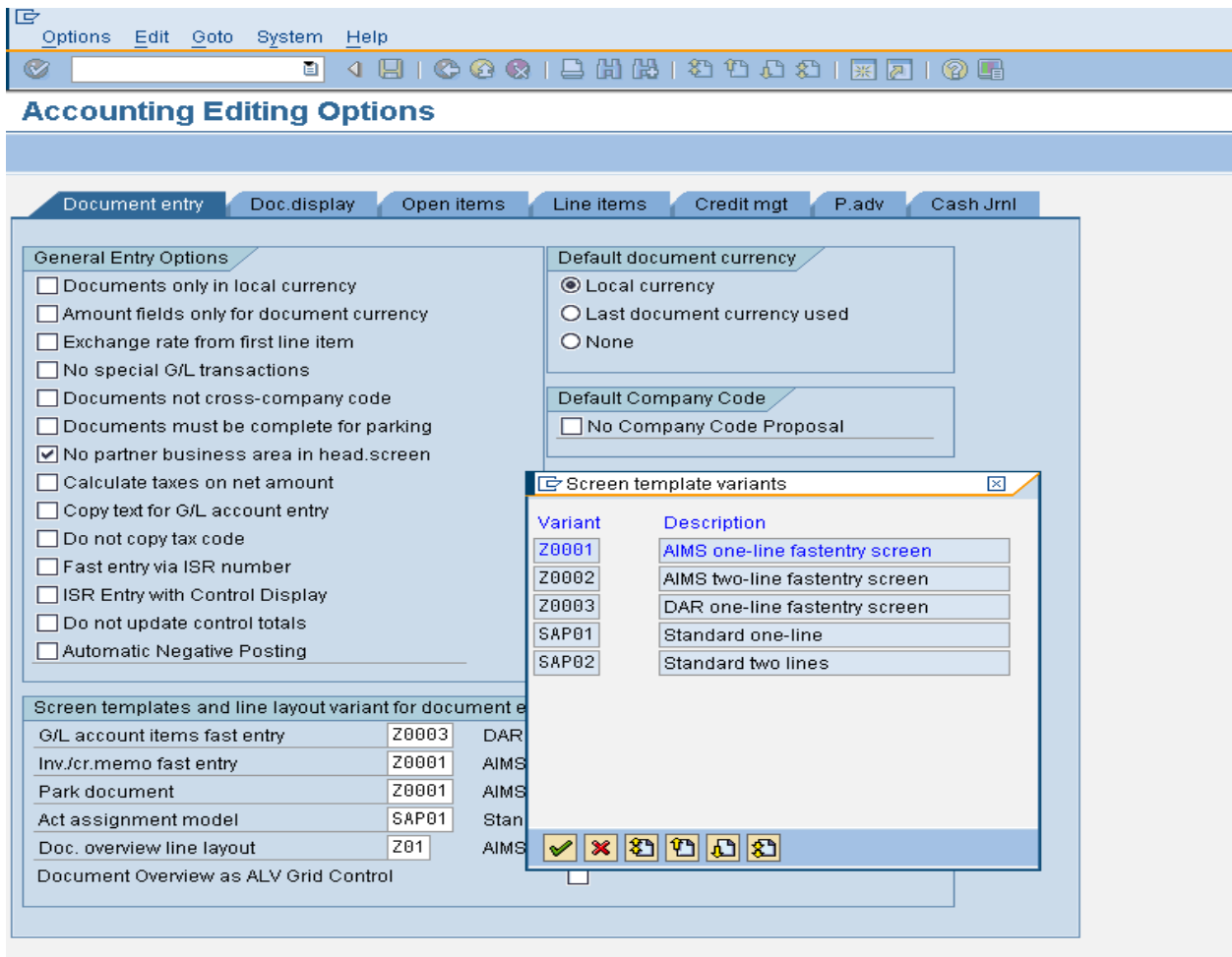
The initial screen that appears is Document Entry. Below are the standard settings for this tab. CONUS bases should have the box to the left of “Documents only in local currency” flagged so that all transactions will be displayed in USD.

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

- Document entry** (selected tab)
- 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 templates and line layout variant for document entry**:

G/L account items fast entry	Z0003	DAR one-line w/o value date
Inv./cr.memo fast entry	Z0001	AIMS one-line fastentry screen
Park document	Z0001	AIMS one-line fastentry screen
Act assignment model	SAP01	Standard one-line
Doc. overview line layout	Z01	AIMS: Standard w/ Internal Order
Document Overview as ALV Grid Control		<input type="checkbox"/>

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.



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

The Business Workplace

Purpose

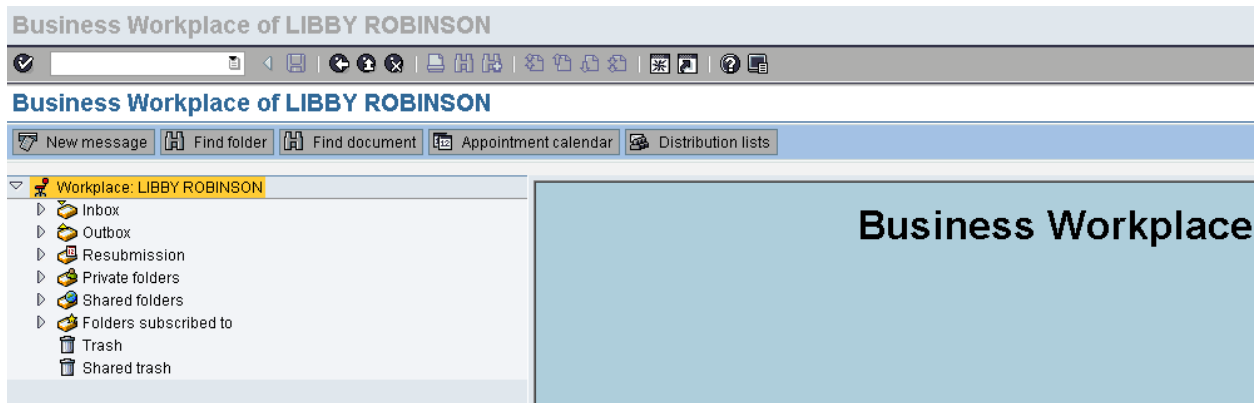
One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled 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.

Working Environment	Description
Inbox	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.
Outbox	Under <i>Documents</i> , you will find an overview and other information about the documents sent by you.
Resubmissions	Under <i>Documents</i> , you will find the documents that are to be resubmitted to the user's inbox at a later date.
Private Folders	Folder structure that you create yourself to manage documents, lists, messages, etc.
Shared Folders	Folder structure for publishing and/or managing information on an enterprise or group-specific basis.
Subscribed Folders	The folders that you subscribe to are listed here. We are not using this function at the present time.
Trash Folder	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

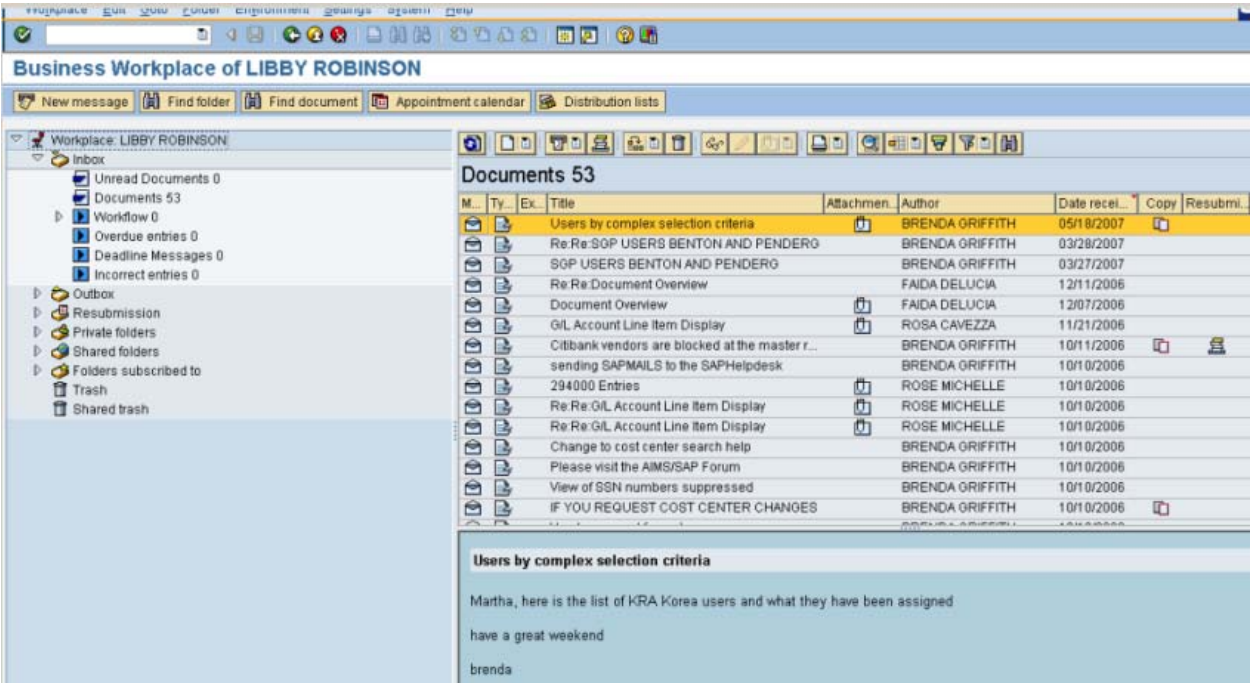


The individual working environments are shown as we have expanded the Workplace tree.

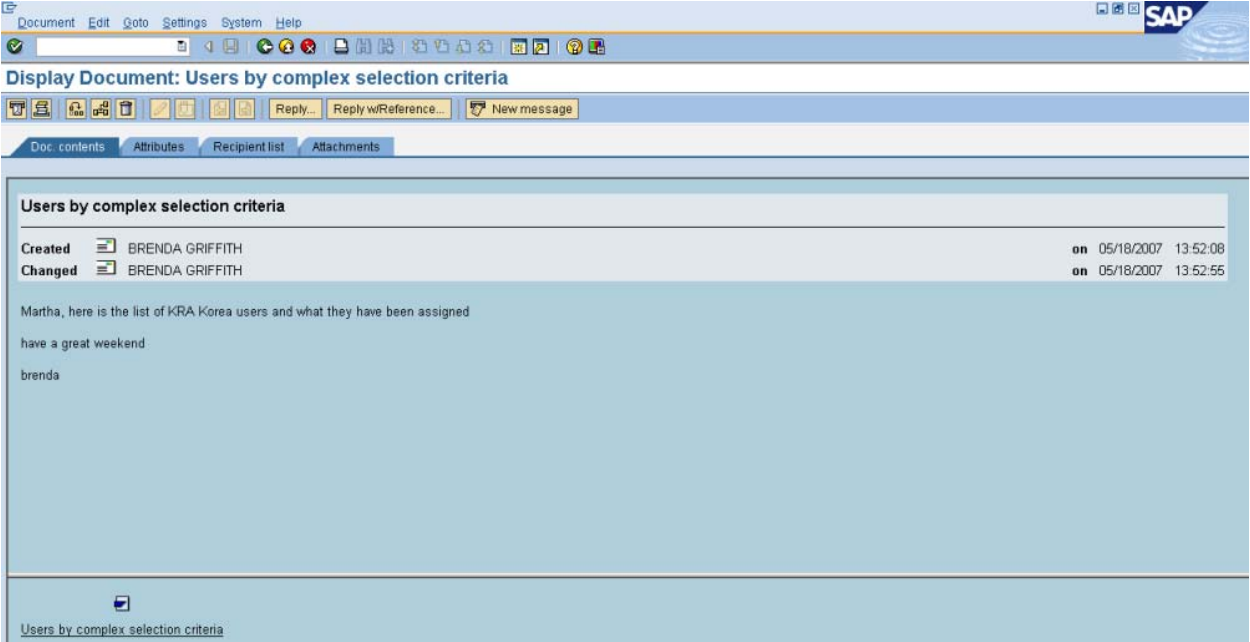
You may further expand the tree to show the individual factors that make up the Inbox, for example.



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

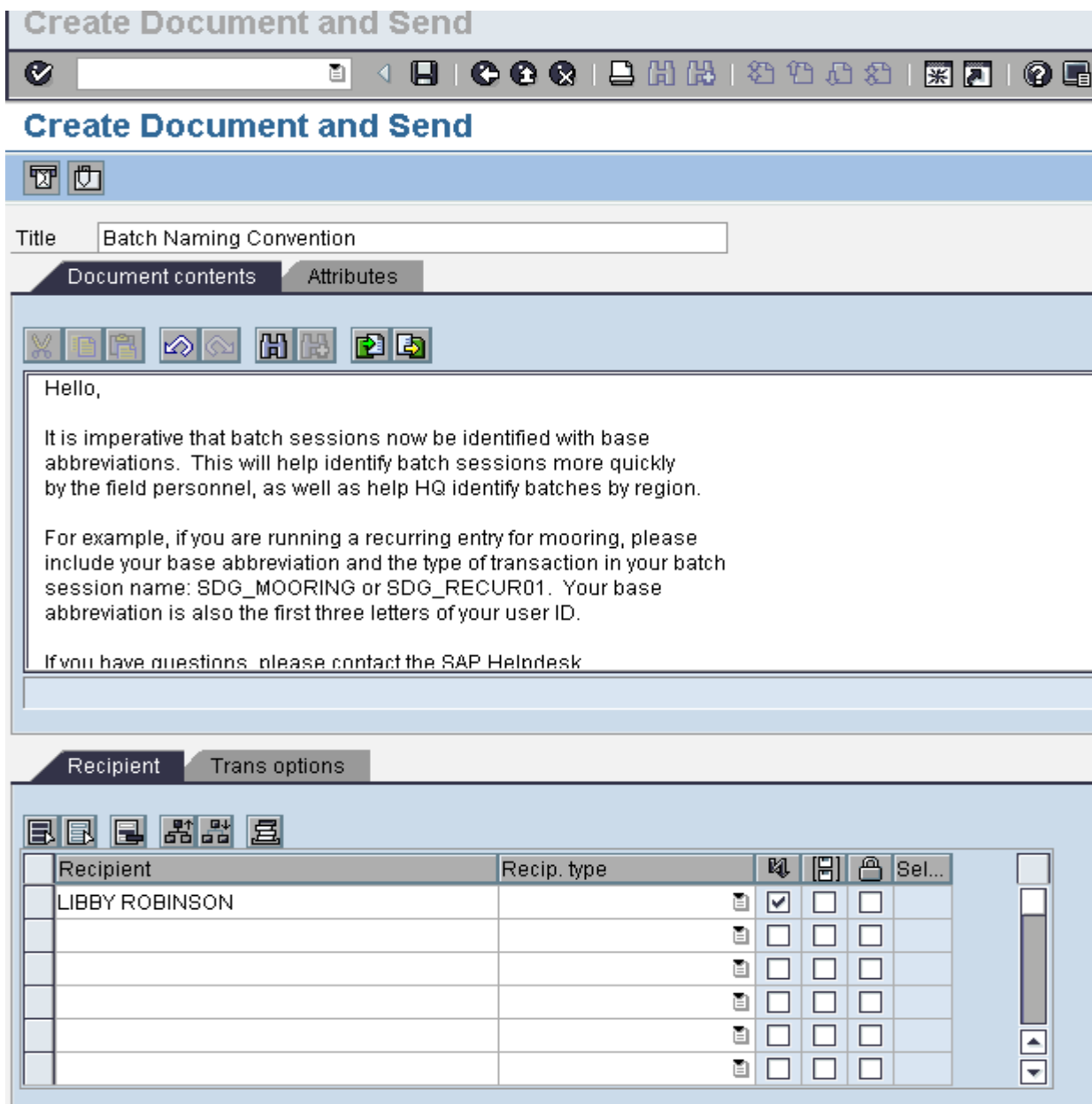
To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.

Click on the
New Message
icon.



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.

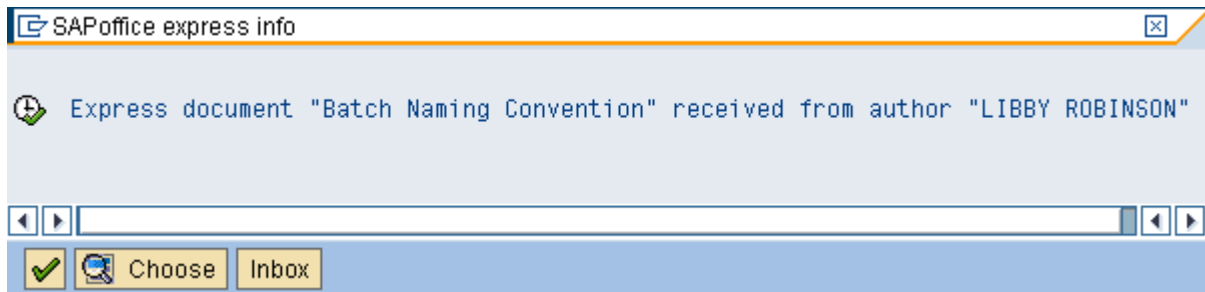
You may title the document, add the pertinent text and combine an attachment with it.




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**

The screenshot shows the SAP 'Enter Vendor Invoice: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. Below the menu is a title bar 'Enter Vendor Invoice: Header Data' and a toolbar with buttons for 'Held document', 'Acct model', 'Fast Data Entry', 'Post with reference', and 'Editing Options'. The main data entry area contains the following fields:

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

At the bottom, the 'First line item' section contains:

PstKy	31	Account	4000020354	SL Ind		TType	
-------	----	---------	------------	--------	--	-------	--

Two callout boxes provide instructions:

- A box pointing to the 'Reference' field: "Enter the vendor invoice number exactly as it is on the invoice."
- A box pointing to the 'Posting Date' field: "Enter the invoice date on the vendor invoice (not the day it was received)."

Field	Description/Usage
Enter Vendor Invoice: Header Data	
Document date	Enter the date of the originating document. 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.
Type	KR (default entry).
Company code	Enter the company code for the base/fund.
Posting date	This field defaults to the current date. Change this date if the document should be posted in a different fiscal period.
Period	Leave blank.
Currency	Enter appropriate currency. For CONUS bases, this field might be hidden.
Translatn Date	Leave blank.
Reference	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#. 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... please carefully key in invoice number to avoid duplicate payments - do NOT change invoice date from that on the invoice or receiving document!
Doc. header text	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.
PstKy	Enter posting key 31 for a credit entry to a vendor account number.
Account	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.
Sp.G/L	Leave blank.
Trans.type	Leave blank

Press [Enter] or the green check mark icon. 

Beginner Accounts Payable

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Add Vendor item

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

Item 1 / Vendor credit / 31

Amount 265.37 USD
 Calculate tax

Payt Terms V010 Days/percent / /
Bline Date 12/11/2007 Fixed
Disc. base Disc. amount / /
Invoice ref. / /
Pmnt Block Pmt Method Pmt meth.supl.

Assignment
Text *ORDER #443598 Long Texts

Next line item
PstKy count SGL Ind TType New co.code

The base line date will default from the document date.

Field	Description/Usage
Enter Vendor Invoice: Add Vendor item	
Amount	Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)
Calculate tax	Leave blank.
Payt terms	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.
Days/percent	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.
Bline date	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.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	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.
Invoice ref.	Used for linking credit memos with invoice. Leave blank for invoice.
Pmnt block	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. If the invoice item should be blocked from payment, enter payment block "A" in this field. Normally, this field will be left blank.
Pmnt method	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.
Pmnt meth.supl.	Leave blank.
Assignment	Can leave blank or enter information that you would sort in the line item display report.
Text	Free entry description of transaction - useful for display and reporting purposes. If this field is prefixed with an "*" character, this text will print on the check stub and EFT remittance advice.
Long text	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.

Field	Description/Usage
Enter Vendor Invoice: Add G/L Account Items	
PK	Enter posting key 40 for a debit to GL account.
CoCd	Leave blank.
Account	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave blank
Cost c	Enter the cost center (if account is a cost element) to which the expense item should be coded.
Order	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).
Assignment	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.
Text	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
Enter Vendor Invoice: Add Vendor item	
PstKy	Enter posting key 40 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
Sp.G/L	Leave blank.
Trans.type	Leave blank.
New co.code	Do not enter a value in this field.

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

Beginner Accounts Payable

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
Create Vendor Invoice: Add G/L Account Item	
Amount	Enter the dollar amount of the first offsetting expense item.
Tax code	Leave default.
Calculate tax	Leave blank.
Cost center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	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)
Material	Leave blank.
Article	Leave blank.
Site	Leave blank.

Quantity	Leave blank.
Assignment	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.
Text	Option field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.
Long Text	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.

Beginner Accounts Payable

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 SGL Ind TType New co.code

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

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

First line item
PstKy: 21 Account: 4000010510 SGL Ind: type:

Field	Description/Usage
Enter Vendor Credit Memo: Header Data	
Document date	Enter the date of the originating document or the vendor's credit memo.
Type	KG (default entry).
Company code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting date	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Period	Leave blank.
Currency	Enter appropriate currency. For CONUS bases, this field might be hidden.
Translatn Date	Leave blank.
Reference	Enter the reference number of the originating document. For example, this may be the vendor's credit memo number.
Doc. header text	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.
PstKy	Enter posting key 21 for a debit entry to a vendor account number.
Account	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.
Sp.G/L	Leave blank.
Trans.type	Leave blank.

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

Beginner Accounts Payable

Document Edit Goto Extras Settings Environment System Help

Enter Vendor credit memo: Add Vendor item

More data Acct model Fast Data Entry Taxes

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
 Calculate tax
Pay Terms * Days/percent / /
Bline Date 12/02/2007 Fixed
Disc. base Disc. amount
Invoice ref. / /
Pmnt Block Pmt Method Pmt meth.supl.
Assignment
Text *TORN LINENS Long Texts

Next line item
PstKy 50 Account 703000 SGL Ind type New co.code

To ensure a credit memo is applied to an o/s invoice, enter the original invoice reference number.

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

Field	Description/Usage
Enter Vendor Invoice: Add G/L Account Items	
PK	Enter posting key 50 for a credit to GL account.
CoCd	Leave blank.
Account	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave blank.
Cost c	Enter the cost center to which the expense item should be coded.
Order	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).
Assignment	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.
Text	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
Enter Vendor Credit Memo: Add Vendor Item	
PstKy	Enter posting key 50 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
Sp.G/L	Leave blank.
Trans.type	Leave blank.
New co.code	Do not enter a value in this field.

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

Beginner Accounts Payable

Document Edit Goto Extras Settings Environment System Help

Enter Vendor credit memo: Add G/L account item

More data Acct model Fast Data Entry Taxes

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

Item 4 / Credit entry / 50

Amount 75 USD
Tax Code Calculate tax


Cost Center 12328 Order
Material Site More
Quantity

Assignment
Text Long Texts

Next Line Item


PstKy Account SGL Ind TType New co.code

Field	Description/Usage
Enter Vendor Credit Memo: Add G/L Account Item	
Amount	Enter the dollar amount of the first offsetting expense item.
Tax code	Leave default.
Calculate tax	Leave blank.
Cost center	Enter the cost center (if account is a cost element) to which the expense item should be coded.
Order	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)
Material	Leave blank.
Site	Leave blank.
Quantity	Leave blank.
Assignment	Leave blank.
Text	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.

Beginner Accounts Payable

Reviewing Entries:

Click  to review the entry before posting.

Document Edit Goto Extras Settings Environment System Help


Enter Vendor credit memo: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date	12/02/2007	Type	K6	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					

Items in document currency

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.

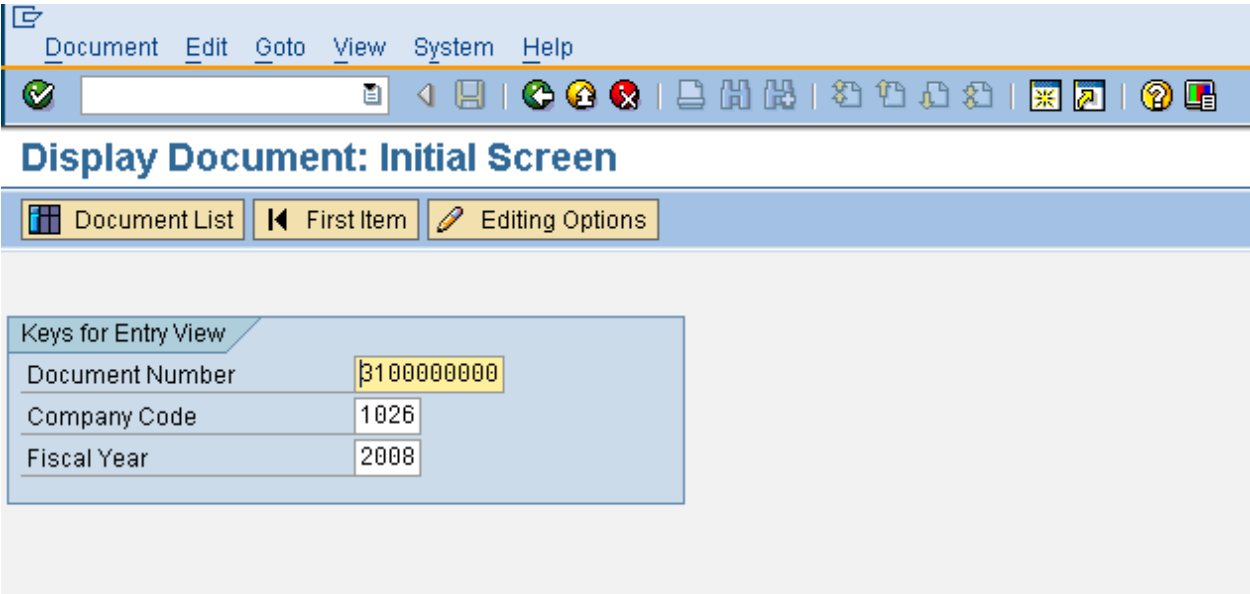
Message: "Document 31xxxxxxxx is posted".

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

Display Documents

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

Transaction code: FB03



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

Press [Enter] or the green check mark icon. 

Beginner Accounts Payable


Document Overview - Display

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 a line item to view the details for each line.

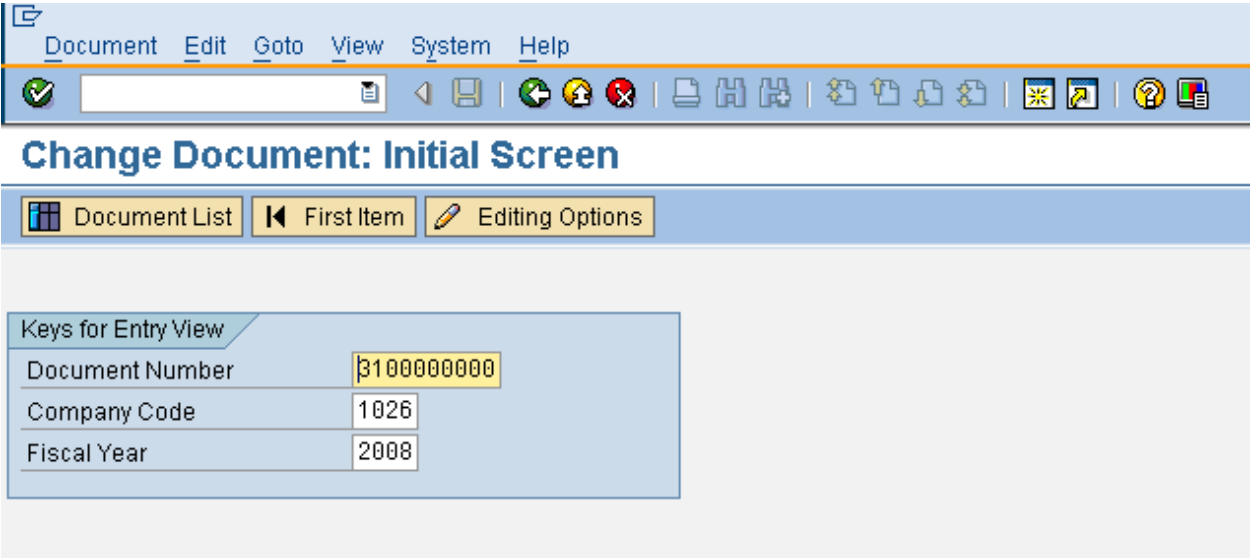
To exit this transaction, click on the backward green arrow. 

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**



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

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

Beginner Accounts Payable


The screenshot shows the SAP 'Document Overview - Change' window. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays document details in a table:


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	<input type="checkbox"/>				
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 

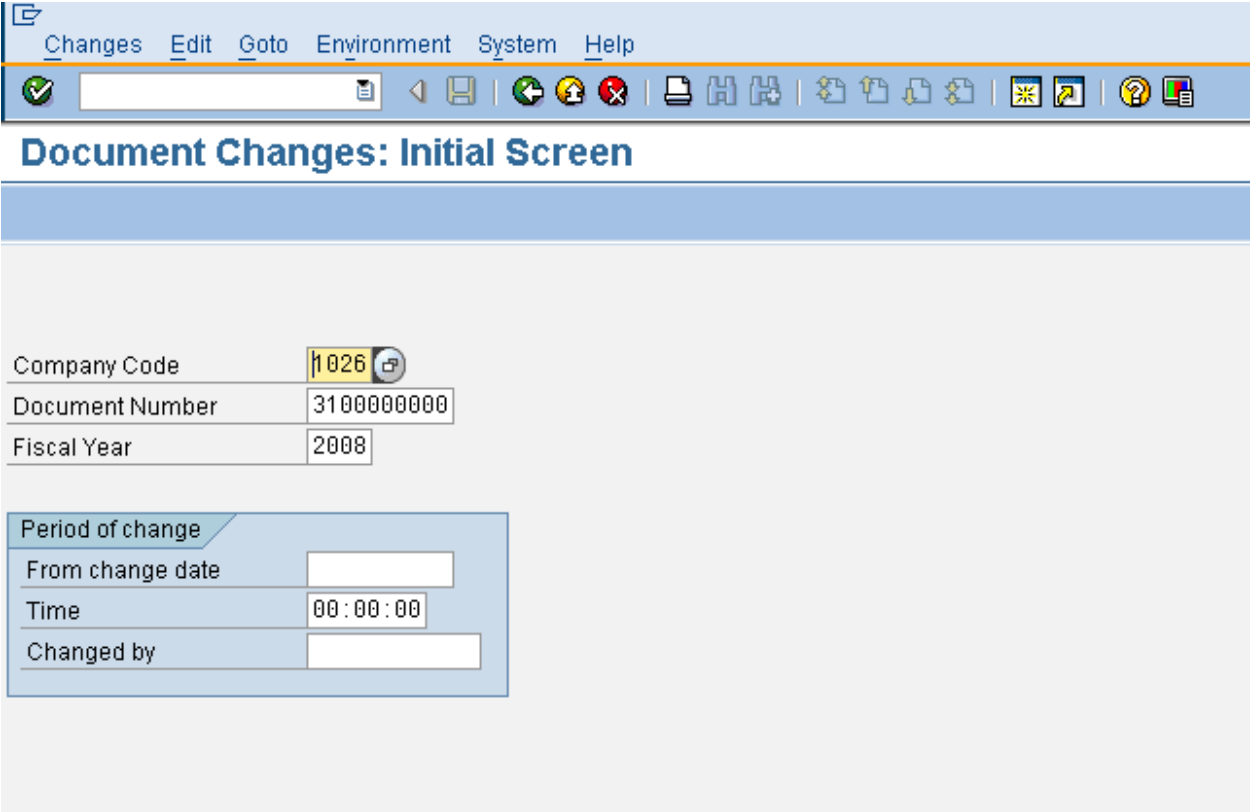
To save the changes, click on the Save icon. 

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**

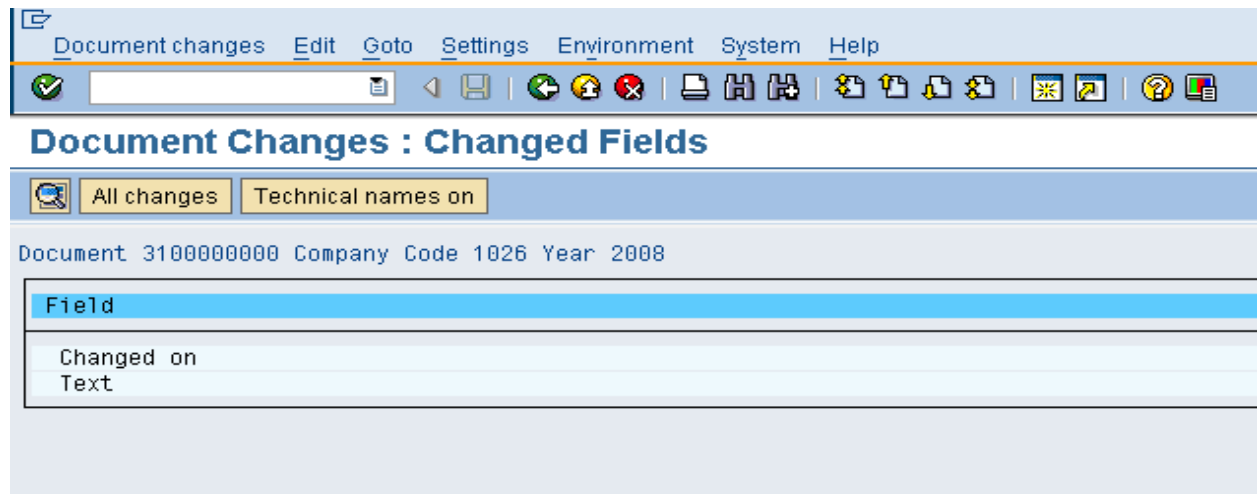


Field	Description/Usage
Display Document Change: Initial Screen	
Company code	Enter the company code for the base/fund in which the document was posted.
Document number	Enter the document that you wish to view for all the changes made to this document.
Fiscal year	Enter the fiscal year in which the document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

Beginner Accounts Payable

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.

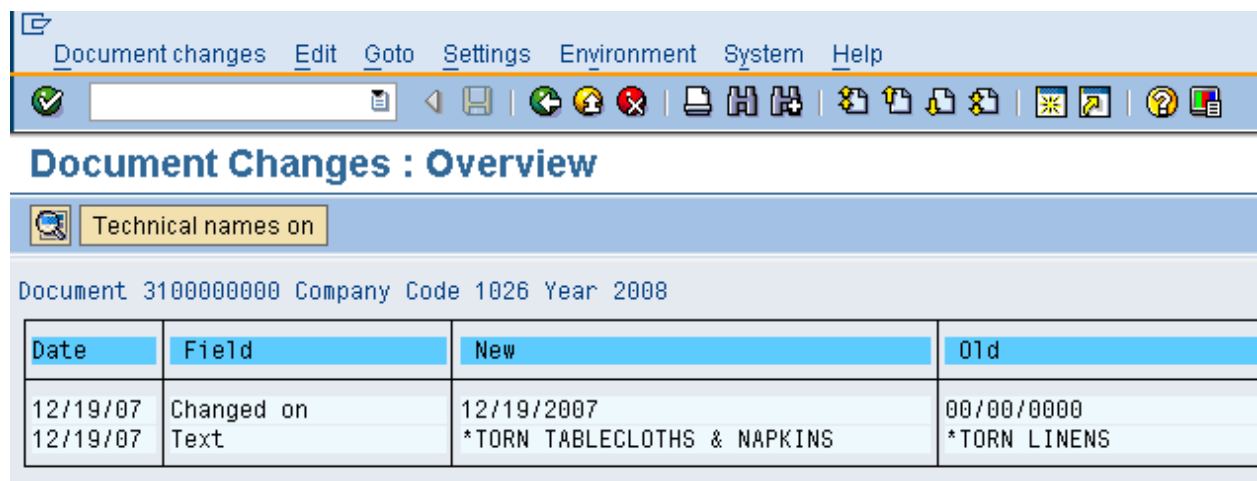
Press **[Enter]** or the green check mark icon. 



Document 3100000000 Company Code 1026 Year 2008

Field
Changed on Text

Click on the  icon.


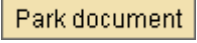


Document 3100000000 Company Code 1026 Year 2008

Date	Field	New	01d
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

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

Press [Enter] or the green check mark icon. 

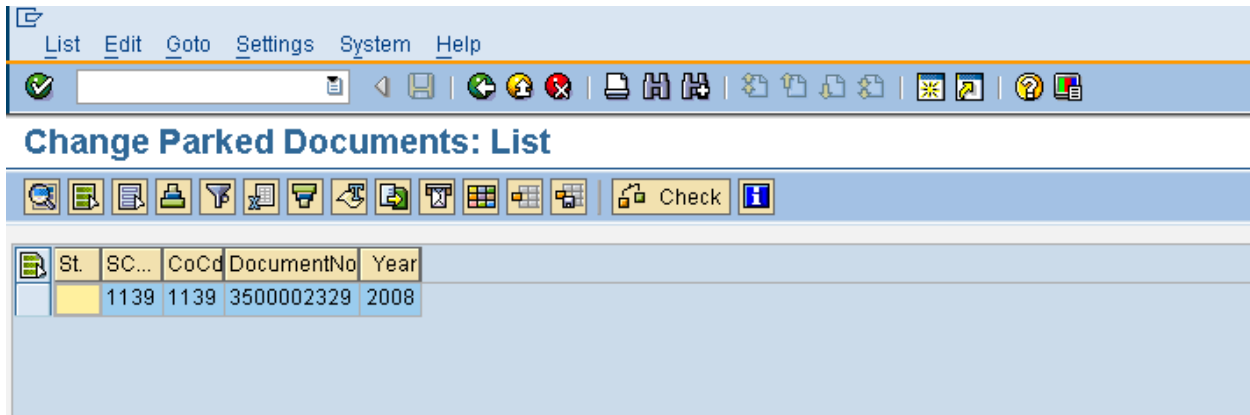
If the document number is unknown, a list of parked documents is available by clicking on the Document list icon.  Document list

Field	Description/Usage
Parked Document: Change	
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.
Posting date	Enter the posting date used, if known.
Document Type	Enter the document type, if known.
Entered by	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 appears in the Overview section.

The screenshot shows the SAP 'Change Parked Document: Overview' screen. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Change Parked Document: Overview' and contains several tabs: 'Currency', 'Fast Data Entry', 'Tax', 'Acct model', 'Document Header', and 'Check'. The 'Document Header' tab is active, displaying the following fields:

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	I TEST034 - A				
Doc.Header Text			Texts exist	<input type="checkbox"/>	Net entry <input type="checkbox"/>

Below the header fields is a section for 'Line items' with a table:

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

At the bottom of the line items section, there is a summary row:

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

Below the line items is a section for 'Other line items' with the following fields:

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

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.


Beginner Accounts Payable


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 .



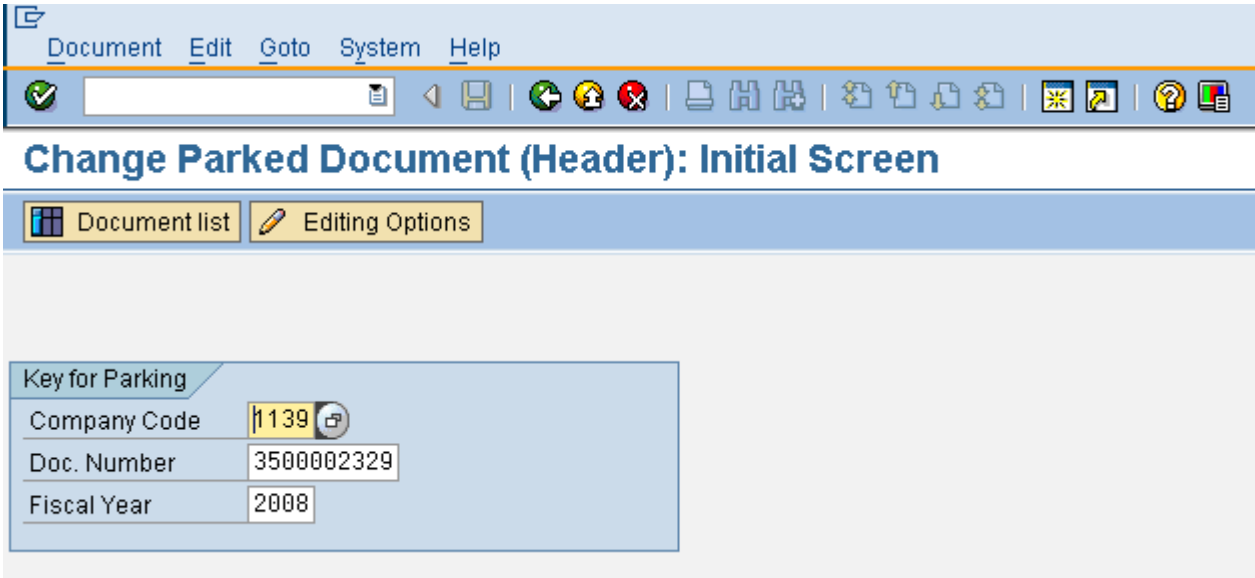
**IMPORTANT
NOTE:**

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



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

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

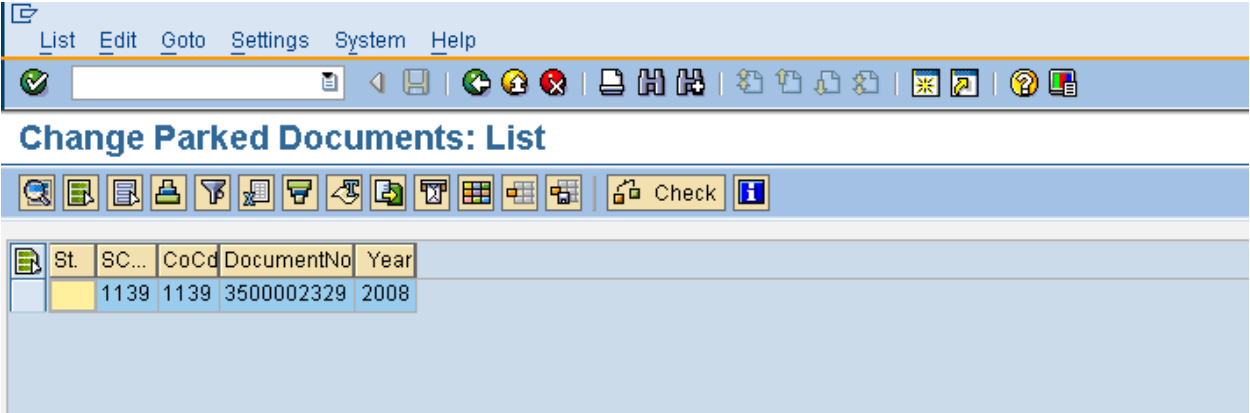
Beginner Accounts Payable

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

Field	Description/Usage
Parked Document: Change	
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.
Posting date	Enter the posting date used, if known.
Document Type	Enter the document type, if known.
Entered by	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 header portion will appear.


The screenshot shows the SAP 'Change Parked Document (Header)' interface. It features a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into three sections:


- General Data:** A table with fields for 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 (empty), and Fiscal Year (2008).
- Entry data:** A table with fields for 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), and checkboxes for Doc.currency (checked) and Net entry (unchecked).
- Workflow Control:** A section with checkboxes for Release nec., Doc.complete, and Released, along with fields for Approval path and Release levels (0).

At the bottom left, there is a checkbox for '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**.


Display Parked Documents

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

Transaction code: **FBV3**

Field	Description/Usage
Display Parked Document: Initial Screen	
Company code	Enter the document number of the parked document to be displayed.
Document number	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal year	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
Display Parked Document: Initial Screen	
Company code	Enter the company code for the base/fund in which the vendor item was posted.
Fiscal year	Enter the financial year in which the documents are posted to.
Posting date	Enter a range of posting dates.
Entered by	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 .

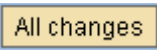
Display Changes to Parked Documents

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

Transaction code: **FBV5**

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

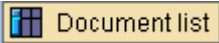
Transaction code: **FBV0**

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


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

Field	Description/Usage
Display Parked Document: Post/Delete	
Company code	Enter the company code for the base/fund in which the document to be posted was parked.
Fiscal year	Enter the fiscal year in which the document to be posted was parked.
Posting date	Leave blank.
Entered by	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

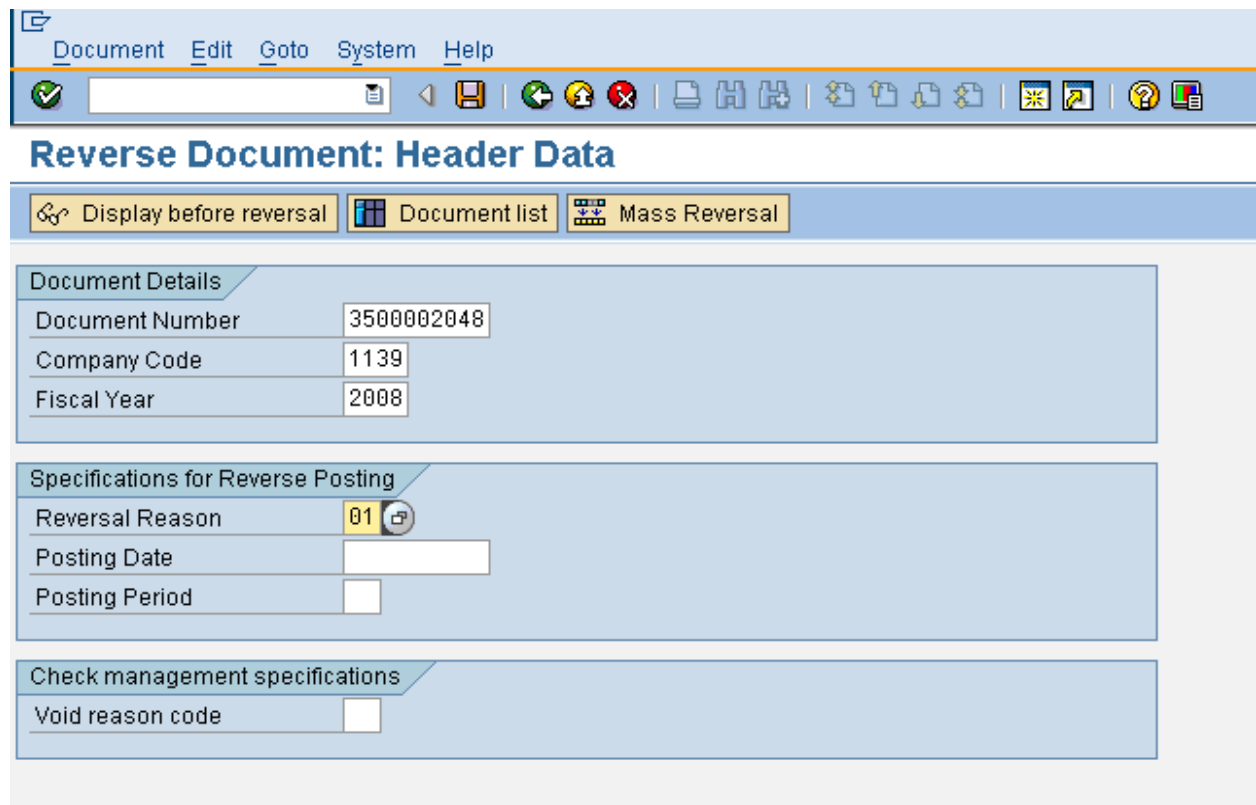
Documents that have been posted in error or contain amounts, accounts or account assignments (cost centers, internal orders) that are incorrect can easily be reversed. SAP provides functionality to automatically generate a reversal document when the user specifies the original document.

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



The screenshot shows the SAP 'Reverse Document: Header Data' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Reverse Document: Header Data'. Below the title, there are three buttons: 'Display before reversal', 'Document list', and 'Mass Reversal'. The screen is divided into three sections: 'Document Details', 'Specifications for Reverse Posting', and 'Check management specifications'. The 'Document Details' section contains fields for 'Document Number' (3500002048), 'Company Code' (1139), and 'Fiscal Year' (2008). The 'Specifications for Reverse Posting' section contains fields for 'Reversal Reason' (01), 'Posting Date', and 'Posting Period'. The 'Check management specifications' section contains a field for 'Void reason code'.

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
Reverse Document: Header Data	
Document no.	Enter the document number to be reversed.
Company code	Enter the company code for the base/region in which the document to be reversed was originally posted.
Fiscal year	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. 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.
Reverse posting details	
Reversal reason	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: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal 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.
Posting date	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.
Posting period	Leave this field blank unless the reversal document is to be posted into special period 13.
Check management specifications	
Void reason code	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.

Credit	GR/IR 201010
Debit	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.

Credit	Vendor "4/XXX" which in turn credits the correct GL account (201000)
Debit	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
Goods Receipt for Purchase Order: Initial screen	
Document date	The document date is the date on which the original document was issued.
Posting date	Enter the Delivery Date.
Delivery note	Leave blank.
Bill of lading	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.
Doc. header text	The document header text contains explanations or notes that apply to the document as a whole, not just for certain line items.
GR/GI slip no.	Leave blank
Defaults for document items	
Movement type	Enter '101' for a goods receipt.
Purchase order	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).
Site	Enter the site to which the goods are being received or from which they are being returned.
Reason for movement	Leave this field blank while processing a Goods Receipt.
Storage location	Leave this field blank.
Suggest zero lines	Leave this field blank.
GR/GI slip	
Print	Check this box if you want to print the goods receipt.
Collective slip	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	EA	RENTAL TRUCK TYPE A	3813		4500040555	1		<input type="checkbox"/>
							101	+	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	EA	RENTAL TRUCK TYPE B	3813		4500040555	2		<input type="checkbox"/>
							101	+	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	EA	RENTAL TRUCK TYPE C	3813		4500040555	3		<input type="checkbox"/>
							101	+	<input type="checkbox"/>

Field	Description/Usage
Goods Receipt for PO: Selection screen 0001/XXXX	
Item	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 NOT receive the item, unflag this box.
Quantity	Enter the quantity to be receipted, in the unit of entry. The quantity is automatically converted to the stockkeeping unit of measure. The system defaults a value from the purchase order. In cases of partial shipments, remember to change the default quantity to the amount actually received.
EUn	Unit of measure in which the goods movement or inventory count is entered. The system defaults a value from the purchase order. Be sure the value from the PO is correct before continuing.
Delivery completed	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).
Stock type	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.  **Account Assignments** To get back, press the green arrow. 

Click the SAVE icon  to post the Goods Receipt.

The following message will appear: “**Document 50XXXXXXXXX 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**

The screenshot displays the SAP 'Goods Receipt for Purchase Order: Initial Screen'. At the top, there is a menu bar with options: Goods Receipt, Edit, Goto, Movement Type, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is 'Goods Receipt for Purchase Order: Initial Screen'. Below the title are four buttons: 'Adopt + Details', 'Purchase Orders...', 'PO Unknown', and 'WM Parameters...'. The form contains several input fields: Document Date (01/22/2008), Posting Date (01/22/2008), Delivery Note, Bill of Lading, Doc. Header Text, and GR/GI Slip No. Below these is a section titled 'Defaults for Document Items' with fields for Movement Type (101), Purchase Order (4500046253), Site (7100), Storage Location (0001), Reason for Movement, and a checkbox for 'Suggest Zero Lines'. At the bottom, there is a section for 'GR/GI Slip' with a checked 'Print' checkbox and radio buttons for 'Individual Slip' and 'Collective Slip' (which is selected).

Beginner Accounts Payable

Field	Description/Usage
Goods Receipt for Purchase Order: Initial screen	
Document date	The document date is the date on which the original document was issued.
Posting date	Enter the Delivery Date.
Delivery note	Leave blank.
Bill of lading	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.
Doc. header text	The document header text contains explanations or notes that apply to the document as a whole, not just for certain line items.
GR/GI slip no.	Leave blank
Defaults for document items	
Movement type	Enter '101' for a goods receipt.
Purchase order	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).
Site	Enter the site to which the goods are being received or from which they are being returned.
Reason for movement	Leave this field blank while processing a Goods Receipt.
Storage location	Leave this field blank.
Suggest zero lines	Leave this field blank.
GR/GI slip	
Print	Check this box if you want to print the goods receipt.
Collective slip	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 / 0004

Adopt + Details Purchase Orders...

Posting Date 01/22/2008

Item	Quantity	EUn	Article	Site	SLoc	PO	Item	S	DCI
		BUn	Article Description			Batch	R	MvT	S S
<input type="checkbox"/>	1	500	EA	7100		4500046253	1		<input type="checkbox"/>
			PENS - BLACK INK				101	+	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	500	EA	7100		4500046253	2		<input type="checkbox"/>
			PENS - BLUE INK				101	+	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	300	EA	7100		4500046253	3		<input type="checkbox"/>
			PENS - RED INK				101	+	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4	1,000	EA	7100		4500046253	4		<input type="checkbox"/>
			PENCILS #2				101	+	<input type="checkbox"/>

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

Item	Quantity	EUn Article	Site	SLoc	PO	Batch	Item R	S	DCI	S	S
<input checked="" type="checkbox"/>	1	500	EA		7100	4500046253	1				
								101	+		
<input checked="" type="checkbox"/>	2	500	EA		7100	4500046253	2				
								101	+		
<input checked="" type="checkbox"/>	3	300	EA		7100	4500046253	3				
								101	+		
<input checked="" type="checkbox"/>	4	700	EA		7100	4500046253	4				
								101	+		

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.

Item	Quantity	EUn Article	Site	SLoc	PO	Batch	Item R	S	DCI	S	S
<input checked="" type="checkbox"/>	1	300	EA		7100	4500046253	4				
								101	+		

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

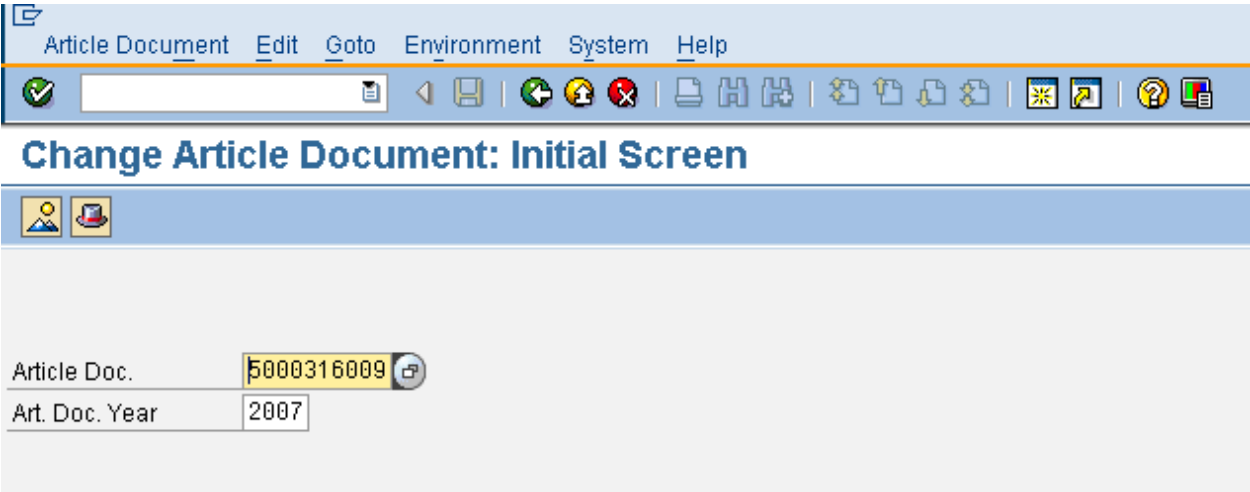
Change Goods Receipt

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**



Field	Description/Usage
Change Article Document: Initial screen	
Article doc.	Enter the document number of the goods receipt that is to be changed.
Art. doc. year	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

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

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

Menu Path: **Go to > Additional functions > 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
Doc.Header Text Name HQ_RANDERSON

Print Individual Slip Collective Slip

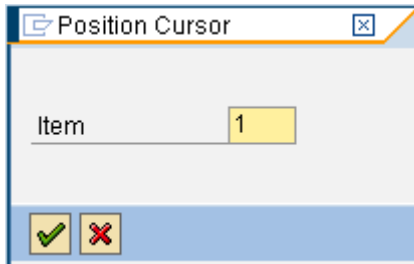
Field	Description/Usage
Change Article Document XXXXXXXXXX: Header	
Doc header text	The document header text contains explanations or notes that apply to the document as a whole, not just certain line items.

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. 

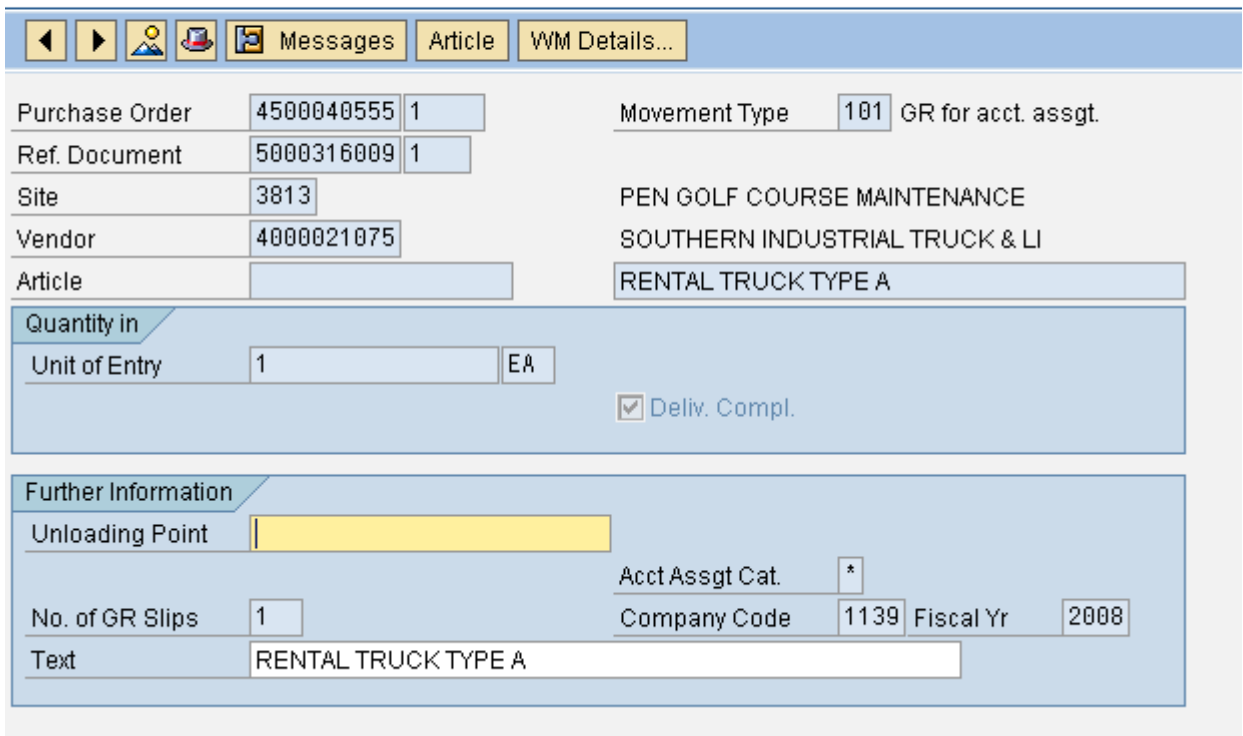


A small dialog box titled "Position Cursor" with a close button (X) in the top right corner. It contains a text field labeled "Item" with the value "1" entered. At the bottom, there are two buttons: a green checkmark and a red X.



The application's menu bar includes "Article Document", "Edit", "Goto", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons for navigation and actions, including a green checkmark icon.

Change Article Document 5000316009 : Details 0001 / 0003



The main form displays details for article document 5000316009. It includes a navigation bar with "Messages", "Article", and "WM Details..." tabs. The form is divided into several sections:

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	<input checked="" type="checkbox"/> 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
Change Article document XXXXXXXXXX: Details 0001 / 0002	
Text	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”**.

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
Display Article Document: Initial Screen	
Article doc	Enter the document number.
Art. doc. year	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

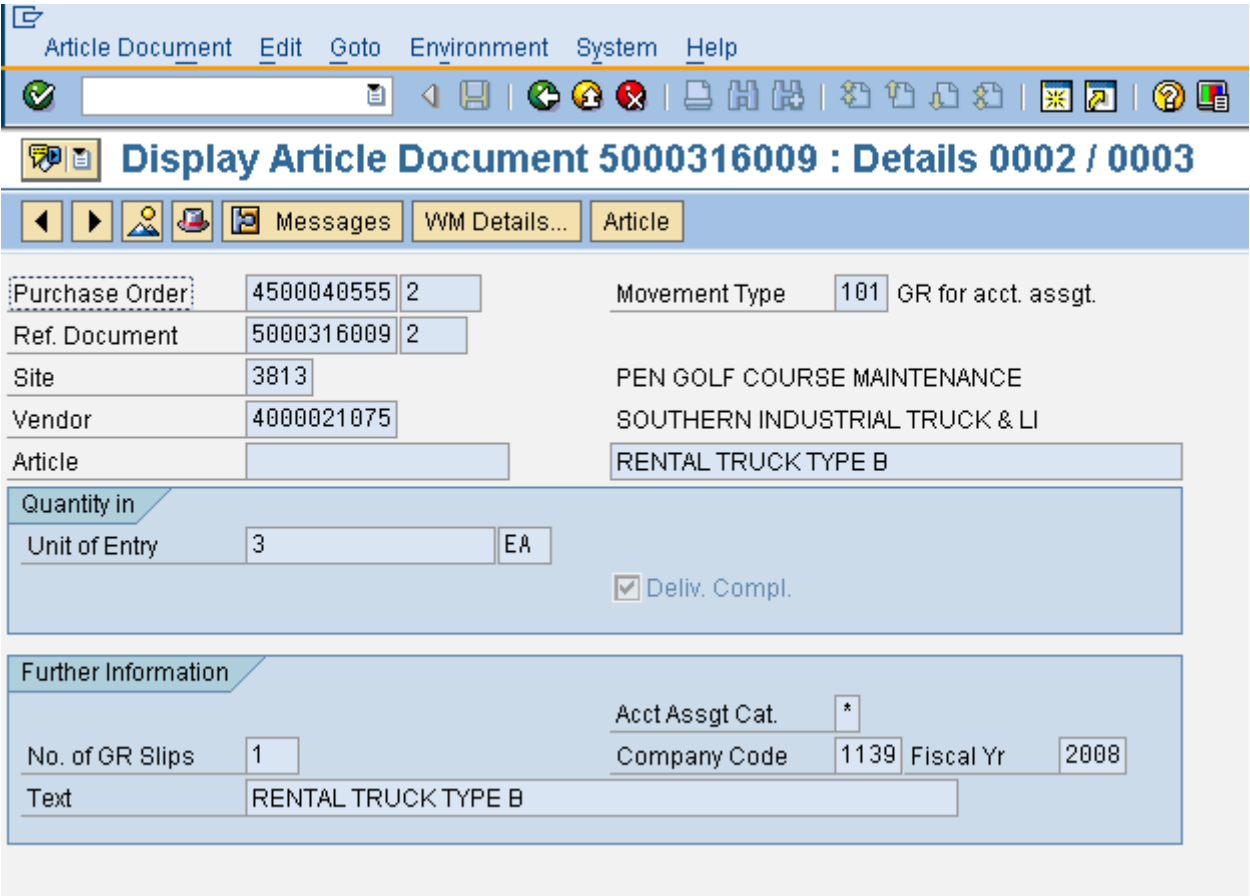
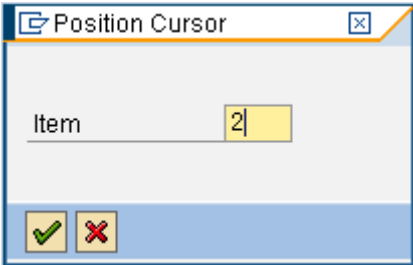
Print Individual Slip
 Collective Slip

Field	Description/Usage
Display Article Document XXXXXXXXXXX: 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. 




The screenshot shows the SAP "Display Article Document" interface. The title bar reads "Display Article Document 5000316009 : Details 0002 / 0003". The main content area is divided into several sections:

- Header Data:**
 - Purchase Order: 4500040555 2
 - Ref. Document: 5000316009 2
 - Site: 3813
 - Vendor: 4000021075
 - Article: RENTAL TRUCK TYPE B
 - Movement Type: 101 GR for acct. assgt.
- Quantity in:**
 - Unit of Entry: 3 EA
 - Deliv. Compl.
- Further Information:**
 - No. of GR Slips: 1
 - Text: RENTAL TRUCK TYPE B
 - Acct Assgt Cat.: *
 - Company Code: 1139
 - Fiscal Yr: 2008

Beginner Accounts Payable

Field	Description/Usage	M/O/D/S
Display Article Document XXXXXXXXXX: Details 0001 / 0002		
Purchase order	Display only.	D
Movement type	Display only.	D
Reference doc	Display only.	D
Site	Display only.	D
Vendor	Display only.	D
Article	Display only.	D
Unit of entry	Display only.	D
Acct assgt cat	Display only.	D
No. of GR slips	Display only.	D
Company code	Display only.	D
Fiscal year	Display only.	D
Text	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 'Cancel Article Document: Initial Screen' in SAP. At the top, there 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 content area has a title bar with 'Adopt + Details' and 'WM Parameters...'. The main area contains the following fields and sections:

- Posting Date: 12/21/2007
- Article Doc.: 5000316009 (with a lock icon)
- Art. Doc. Year: 2007
- Defaults for Document Items: Reason for Mvmt (empty field)
- GR/IR Slip:
 - Print
 - Individual Slip
 - Collective Slip

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	RENTAL TRUCK TYPE A	3813		4500040555	1	102	-
2	3	EA	RENTAL TRUCK TYPE B	3813		4500040555	2	102	-
3	1	EA	RENTAL TRUCK TYPE C	3813		4500040555	3	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

Adopt + Details

Posting Date: 12/21/2007

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		<input checked="" type="checkbox"/>
RENTAL TRUCK TYPE A						102	-	
<input checked="" type="checkbox"/>	2	3	EA	3813	4500040555	2		<input checked="" type="checkbox"/>
RENTAL TRUCK TYPE B						102	-	
<input checked="" type="checkbox"/>	3	1	EA	3813	4500040555	3		<input checked="" type="checkbox"/>
RENTAL TRUCK TYPE C						102	-	

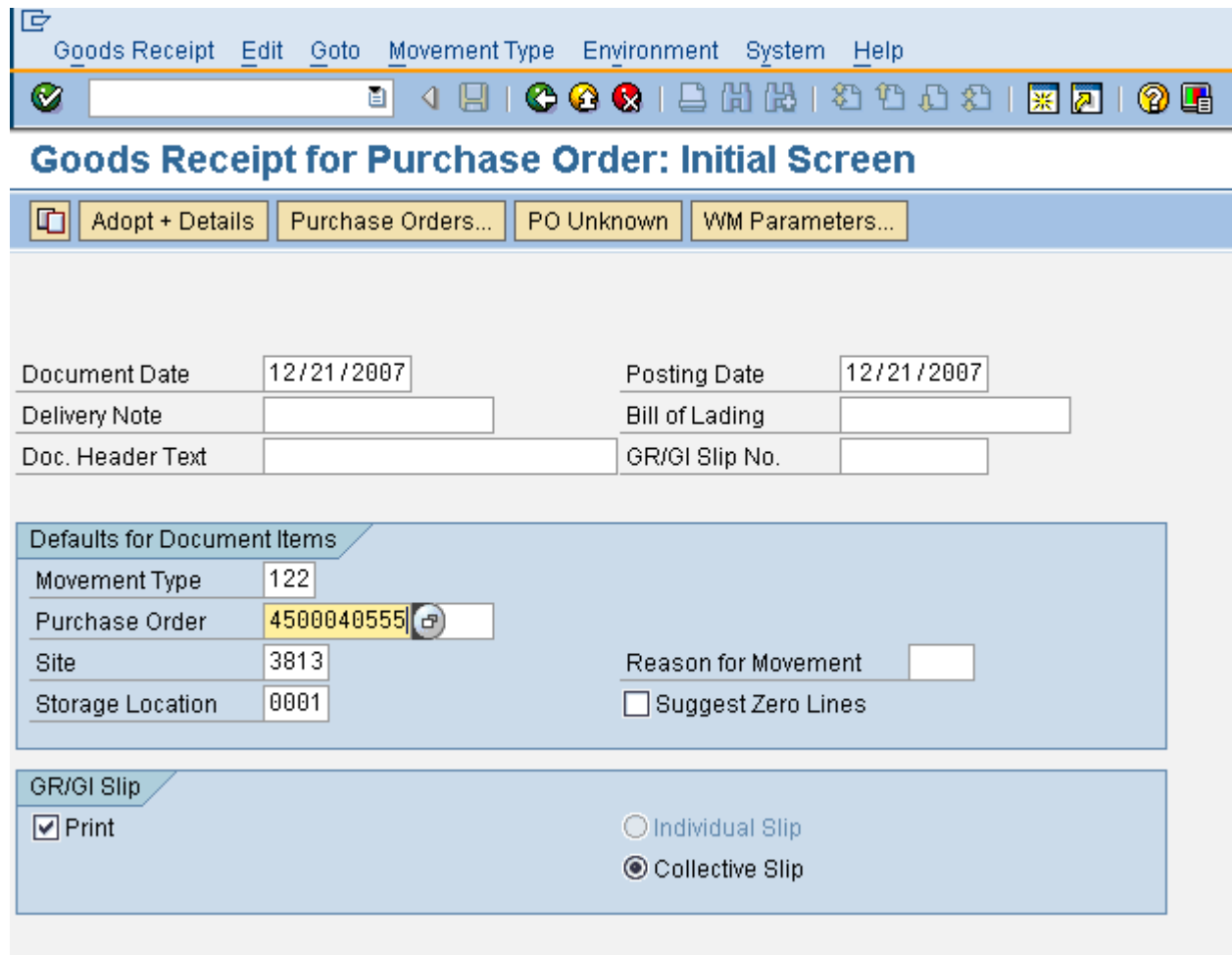
(To deselect, click in the box that corresponds to the line item that you do not want to reverse.)
Click  to post the reversal.

Beginner Accounts Payable

Goods Return

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

Transaction code: **MB01**




The screenshot shows the SAP 'Goods Receipt for Purchase Order: Initial Screen'. At the top is a menu bar with 'Goods Receipt', 'Edit', 'Goto', 'Movement Type', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Goods Receipt for Purchase Order: Initial Screen'. Below the title are four buttons: 'Adopt + Details', 'Purchase Orders...', 'PO Unknown', and 'WM Parameters...'. The form contains several input fields: 'Document Date' (12/21/2007), 'Posting Date' (12/21/2007), 'Delivery Note', 'Bill of Lading', 'Doc. Header Text', and 'GR/GI Slip No.'. Below these is a section titled 'Defaults for Document Items' with fields for 'Movement Type' (122), 'Purchase Order' (4500040555), 'Site' (3813), 'Storage Location' (0001), and 'Reason for Movement'. There is also a checkbox for 'Suggest Zero Lines'. At the bottom is a section titled 'GR/GI Slip' with a checked 'Print' checkbox and radio buttons for 'Individual Slip' and 'Collective Slip'.

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
Storage Location	0001
Reason for Movement	
<input type="checkbox"/> Suggest Zero Lines	

GR/GI Slip	
<input checked="" type="checkbox"/> Print	<input type="radio"/> Individual Slip
	<input checked="" type="radio"/> Collective Slip

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

Press [Enter] or the green checkmark  to continue.

Beginner Accounts Payable


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

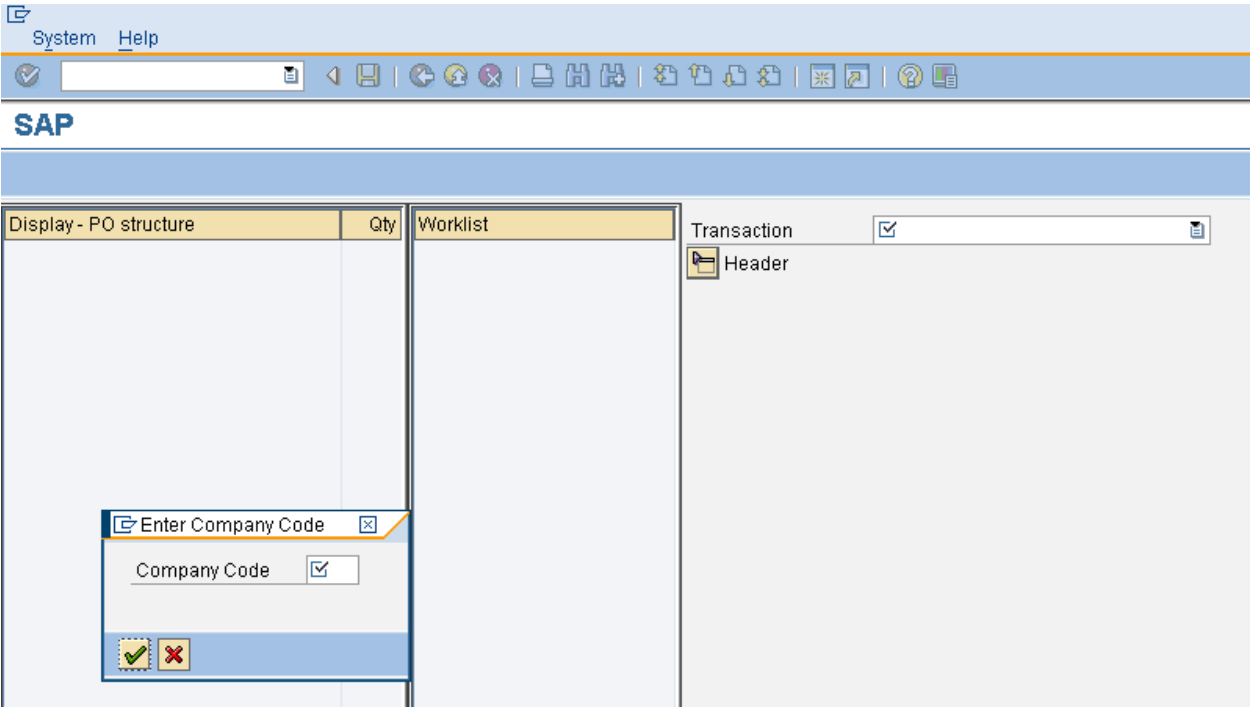
 **NOTE:** Posting of the invoice results in an entry being recorded to the general ledger. This entry now moves the liability of the F&FR activity (to pay the vendor for the goods/service) to the actual vendor account, creating an “open item” due for payment. The GR/IR account is “cleared”. The following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


Debit: 201010 (GR/IR Clearing).

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

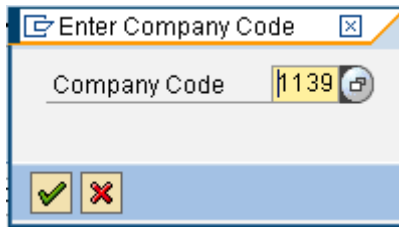
Menu Path: **LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE**

Transaction code: **MIRO**

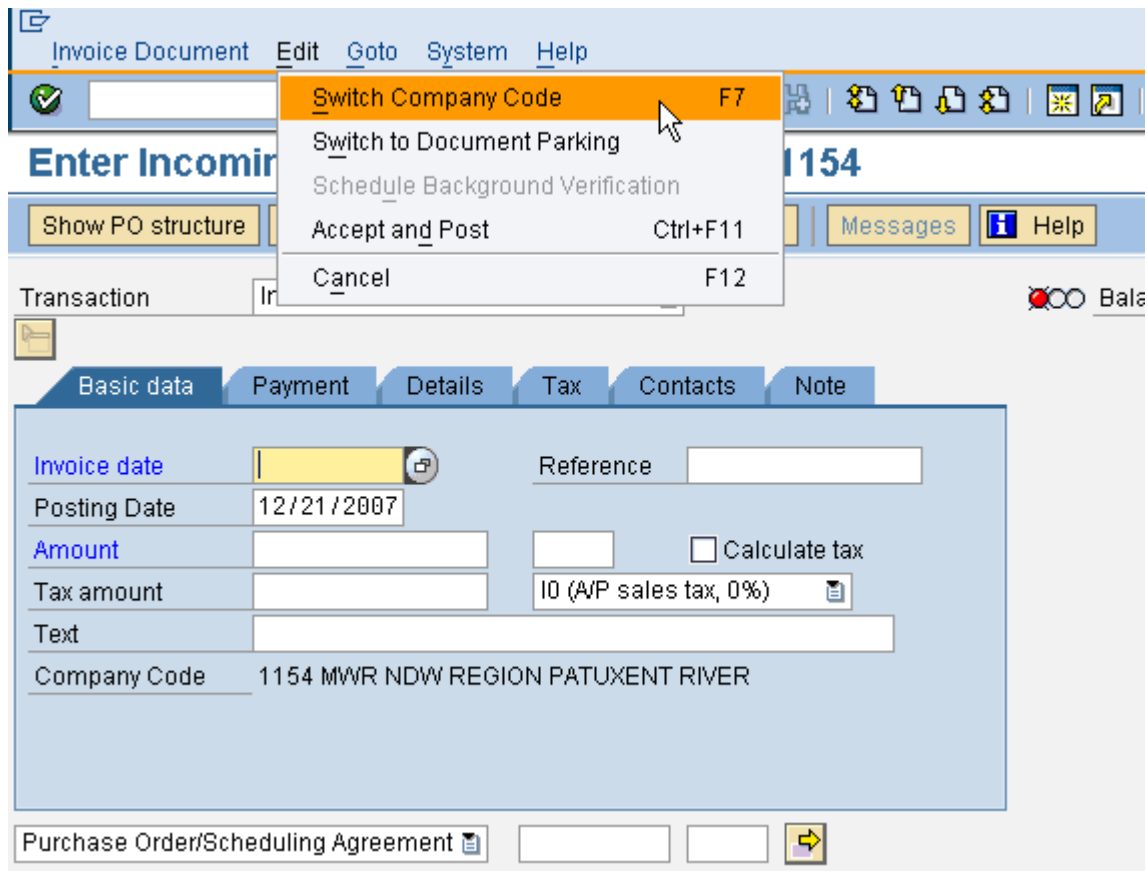


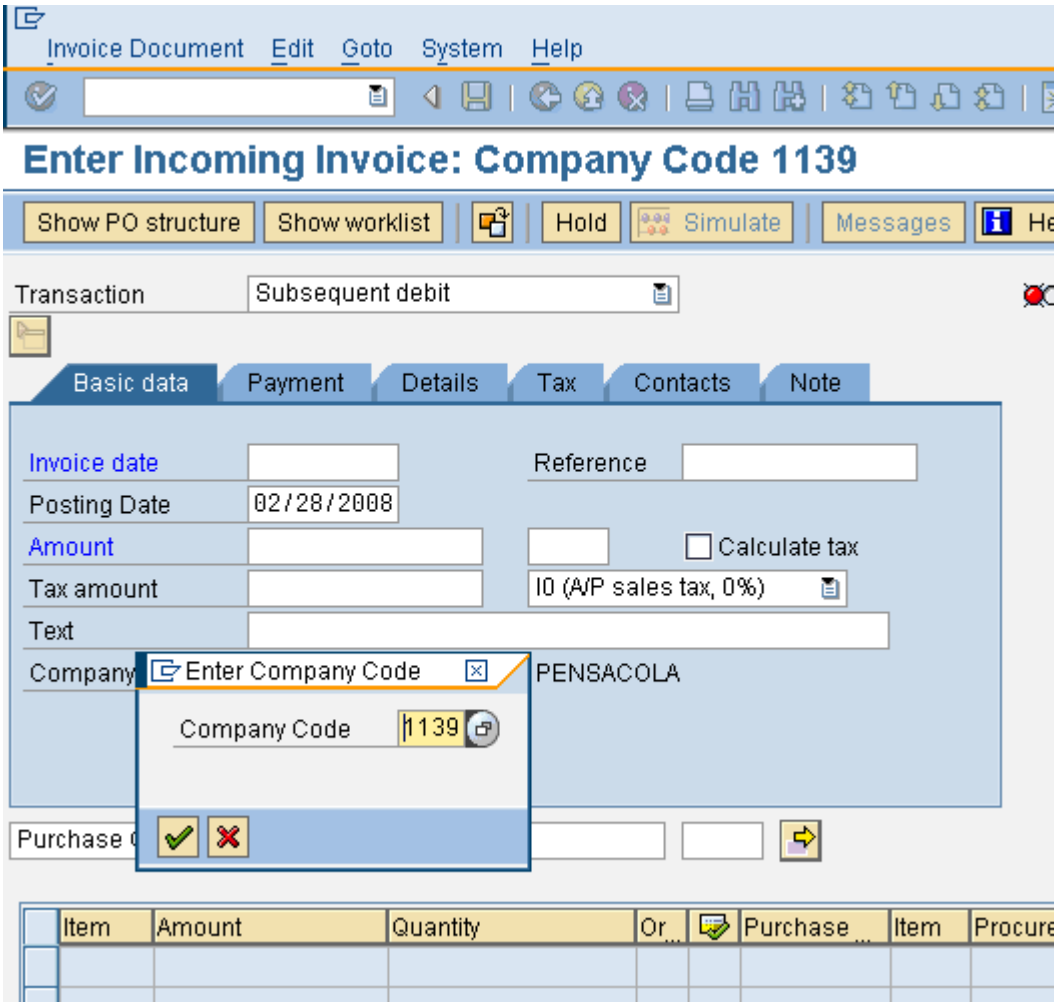
The first time you enter the MIRO t-code after you sign in, SAP will prompt you for a company code. Enter the appropriate company code and press **[Enter]** or the green check mark. 

Beginner Accounts Payable

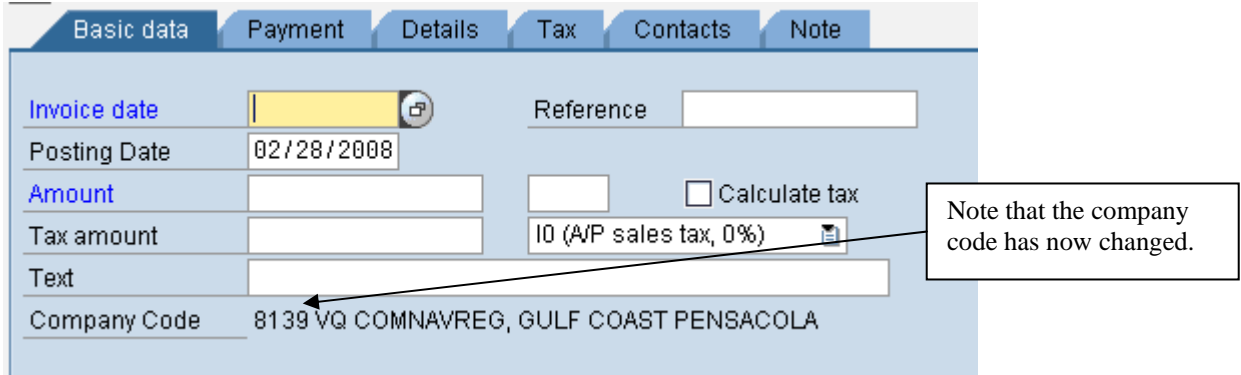


To pay invoices for a different company code after the first invoice is entered, use the menu path and go to **EDIT > SWITCH COMPANY CODE**. This is also helpful if you make a mistake at the beginning.





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



Beginner Accounts Payable

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


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

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

Tax amount	Leave blank.
Tax code	Defaults to I0 (Do not change).
Purchase Order Information	Defaults to Purchase order/scheduling agreement.
Purchase order number	Enter Purchase Order number.
Indicator for Delivery Cost	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**).

	<p>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).</p>
---	---

Beginner Accounts Payable

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 (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

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	<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

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

Field	Description/Usage
Enter Invoice: Company Code 1139	
Tab Two: Payment	
BaselineDt	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.
Payt terms	This will default from the purchase order. Select via pull down menu. It can be changed if necessary.
Days	Defaults from PO, however changes can be made here. If an invoice has multiple days with multiple discounts, enter the 1 st number of days for 1 st discount to be taken.
Discount	Enter cash discount if discount is a 'lump sum' vs. a percentage.
Days Net	System will default from master record, change if necessary.

Beginner Accounts Payable

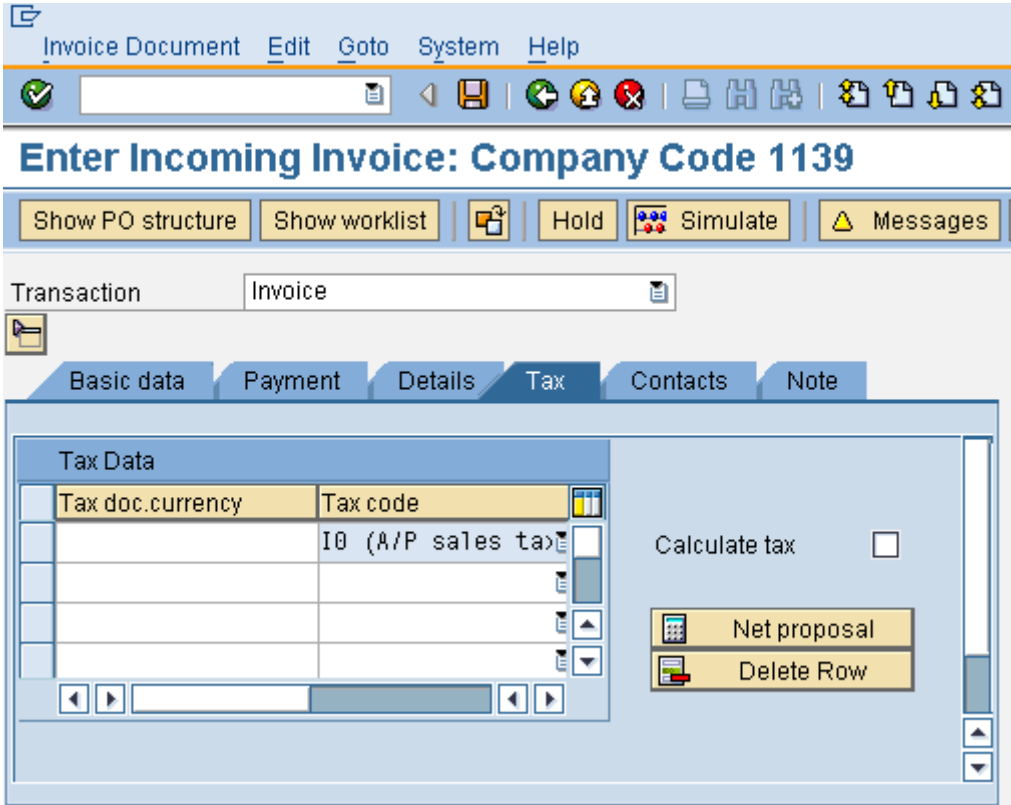
Pmt meth.	System will default from master record, change if necessary.
Pmnt meth.sup.	Characteristic in an open item for the grouping of payments.
Pmnt block	Enter block if necessary.
Inv. ref.	Used for credit memos. Enter SAP/AIMS invoice number if credit memo should be linked/referenced to invoice.

Click on the “**Details**” tab.

The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code 1139. The 'Details' tab is selected, displaying various fields for invoice entry. The 'Transaction' field is set to 'Invoice'. The 'Details' tab includes fields for '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', and 'Planning Day'. The interface also features a menu bar with 'Invoice Document', 'Edit', 'Goto', 'System', and 'Help', and a toolbar with icons for navigation and actions like 'Hold', 'Simulate', and 'Messages'.

Field	Description/Usage
Enter Invoice: Company Code 1139	
Tab Three: Details	
Unpl. del. csts	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! 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.
Doc. type	DO NOT CHANGE THE DEFAULT!
Inv. party	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.
Assignment	The assignment number is an additional information reference field in the line item.
Header texts	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.



Beginner Accounts Payable



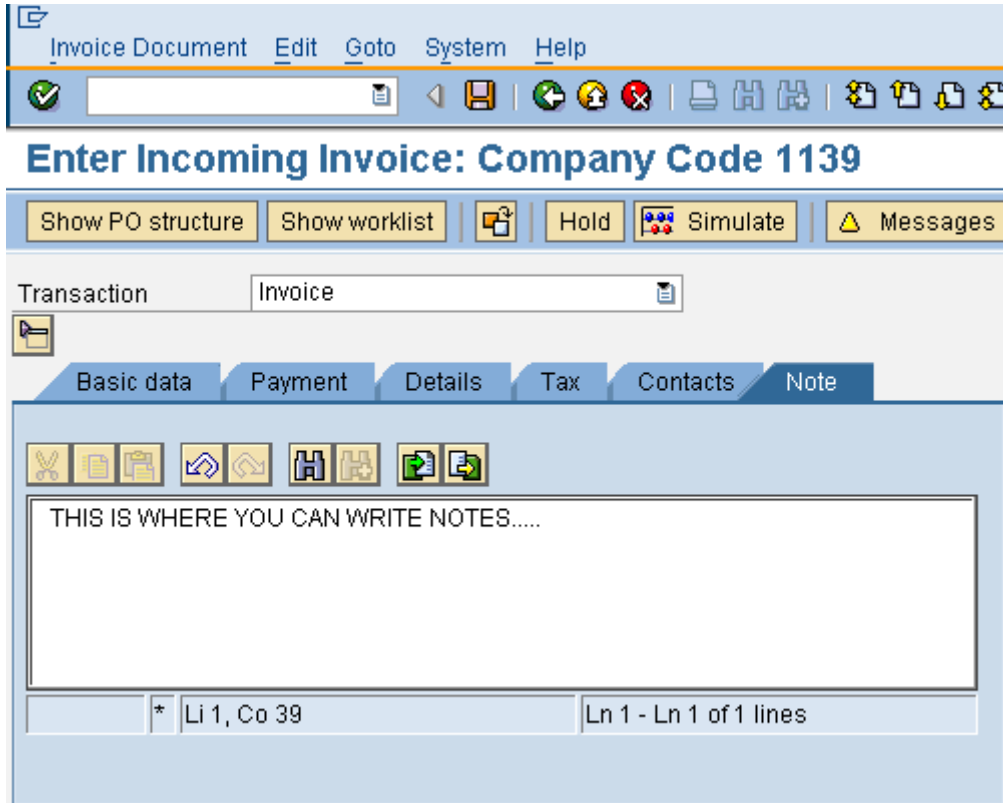
REMEMBER: Do not make any changes on this tax tab!

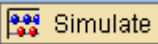

Select the “**Contacts**” tab. No action is required on this screen.

The screenshot shows the SAP Invoice Document interface. At the top, there is a menu bar with 'Invoice Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Enter Incoming Invoice: Company Code 1139'. Below the title is a row of buttons: 'Show PO structure', 'Show worklist', 'Hold', 'Simulate', and 'Messages'. The 'Transaction' field is set to 'Invoice'. Below this is a tabbed interface with tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. The 'Contacts' tab is selected. The 'Contacts' tab displays a list of contact information for the invoice item.


Field	Value
Invoice Item	1
Short Text	RENTAL TRUCK TYPE A
Requisitioner	Unknown
Buyer	REBEKAH ANDERSON
Address	HEADQUARTERS N251 4-2407
GR processor	REBEKAH ANDERSON
Address	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.

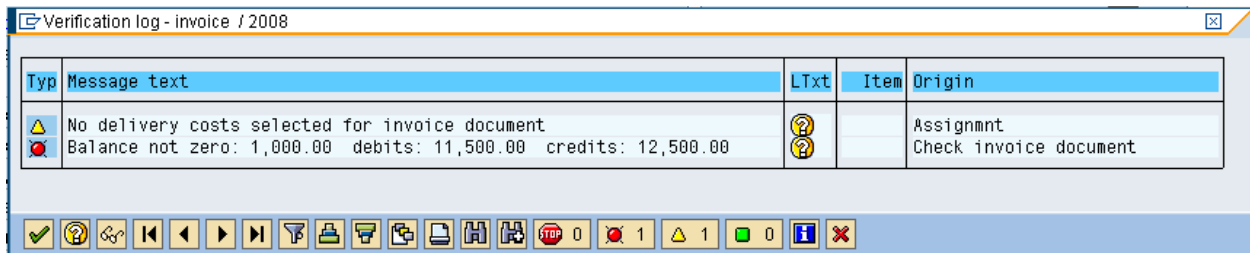
 **REMEMBER:** If you are entering invoices for multiple company codes, remember to change company codes prior to entering invoices!

 **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.

Beginner Accounts Payable

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.

The screenshot shows the SAP MIRO 'Enter Incoming Invoice' interface for Company Code 1139. The 'Details' tab is selected, displaying the following fields:

Unpl. Del. Csts	<input type="text"/>	Exch. Rate	1.00000
Currency	USD	Inv. Party	4000021075
Doc. Type	Vendor PO invoice	G/L	201000
Assignment	<input type="text"/>	Planning Day	<input type="text"/>
Header Text	<input type="text"/>		
Plg level	<input type="checkbox"/>		

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

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 IO (AP 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	<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

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

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

Basic data Payment Details Tax Contacts Note

Invoice date 02/04/2008 Reference 2F5J6 FREIGHT
Posting Date 02/04/2008
Amount 500 Calculate tax
Tax amount 10 (A/P sales tax, 0%)
Text
Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agreement 4500046258

Goods/service items
Goods/service items
Planned delivery costs
Goods/service items + planned delivery costs

Item	Amount	Quantity	Or	Purchase	Item	Procurement

When the freight invoice arrives, you will again use MIRO. Enter the invoice info on the Basic data tab as usual. This should only be the freight (nothing for the goods). Be sure to change the “Goods/service items” to “Planned delivery costs”. This will only show the freight details. 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		<input type="checkbox"/> 4500046258	1		
2	89.55	500 EA		<input type="checkbox"/> 4500046258	2		
3	298.51	1,000 EA		<input type="checkbox"/> 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. 

Beginner Accounts Payable

Planned Freight Billed by Third Party Vendor

Sometimes vendors will use a third party to ship goods. The freight charges are included on the PO, but the freight invoice will come from another vendor.

Process the MIRO for the goods as detailed above (Planned Freight Billed in Separate 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

Basic data Payment Details Tax Contacts Note

Invoice date 02/04/2008 Reference 2F5J6 FREIGHT

Posting Date 02/04/2008

Amount 500 Calculate tax

Tax amount 10 (AVP sales tax, 0%)

Text

Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

Purchase Order/Scheduling Agreement 4500046258

Goods/service items

- Goods/service items
- Planned delivery costs
- Goods/service items + planned delivery costs

Item	Amount	Quantity	Or	Purchase ...	Item	Procurement

When the invoice for the freight arrives, process it by changing the “Goods/service items + planned delivery costs” to “Planned delivery costs”.


The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code 8109. The 'Basic data' tab is active, displaying invoice details such as date (02/04/2008), amount (500.00 USD), and reference (2F5J6 FREIGHT). A callout box points to the 'Vendor 4000000010' field, stating: "Note that the invoice is still the original vendor from the purchase order." The 'Vendor' field is expanded to show details for AMERICAN HOTEL REGISTER CO, including address and phone numbers. A table below lists items with their amounts and quantities.

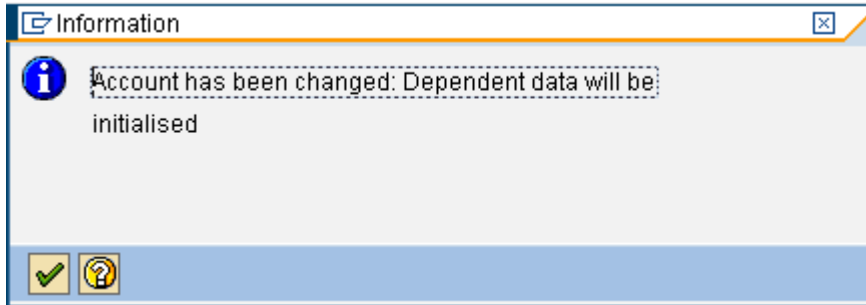
Item	Amount	Quantity	Or...	Purchase	Item	Procurement Doc.	Reference
1	111.94	500	EA	<input type="checkbox"/>	4500046258	1	
2	89.55	500	EA	<input type="checkbox"/>	4500046258	2	
3	298.51	1,000	EA	<input type="checkbox"/>	4500046258	3	


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

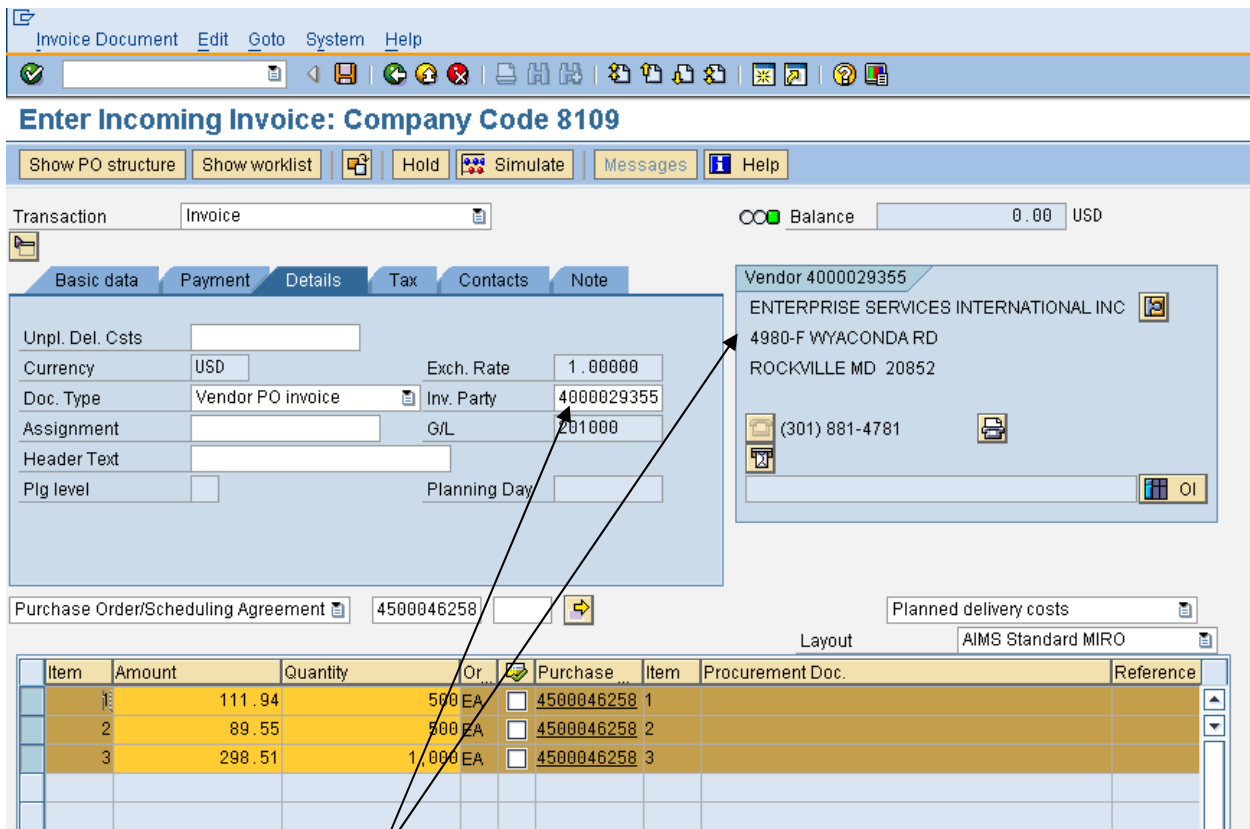
The screenshot shows the 'Details' tab of the SAP 'Enter Incoming Invoice' interface. The 'Inv. Party' field is highlighted in yellow and contains the value '4000000010'. An arrow from the text above points to this field. Other fields visible include 'Unpl. Del. Csts', 'Currency' (USD), 'Exch. Rate' (1.00000), 'Doc. Type' (Vendor PO invoice), 'Assignment', 'Header Text', 'Plg level', and '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:



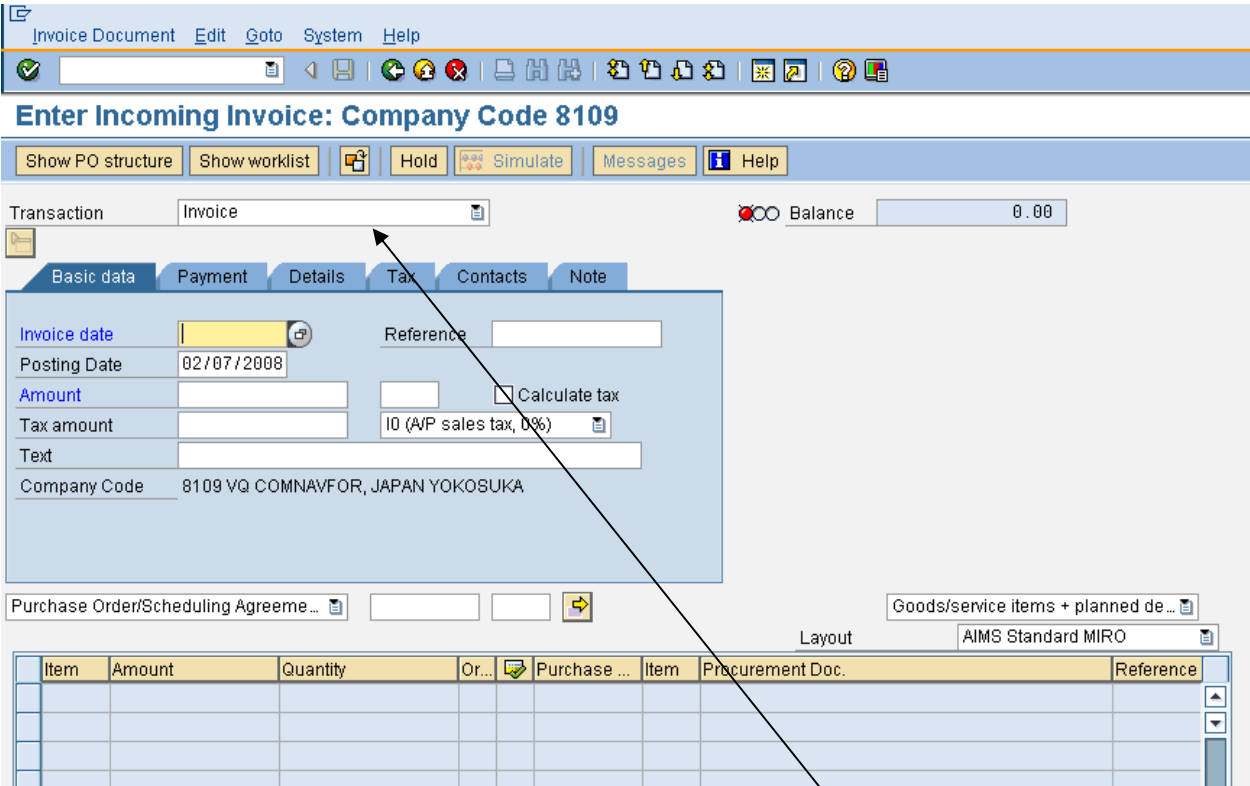
Either press **[Enter]** or the green checkmark. 




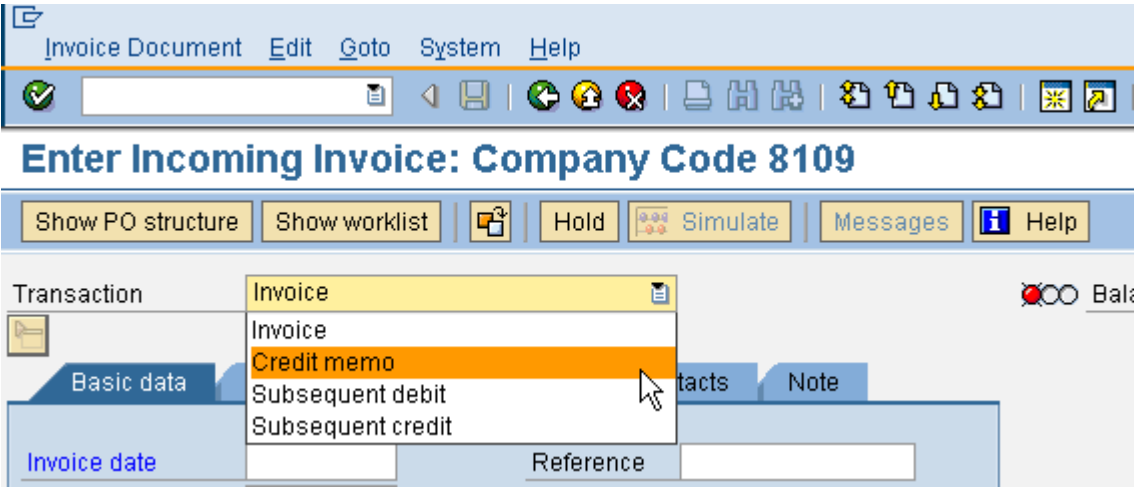
The vendor has now changed. You can post/save the invoice. 

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.



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



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 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	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. 

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 (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	4500046258	1		500034128
2	6,000.00		500 EA	4500046258	2		500034128
3	500.00	25	EA	4500046258	3		500034128
4	111.94		500 EA	4500046258	1		
5	89.55		500 EA	4500046258	2		
6	298.51		1,000 EA	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.

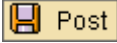

Simulate Document in USD (Document currency)

Position	A/G/L	Act/Art/Ast/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 (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

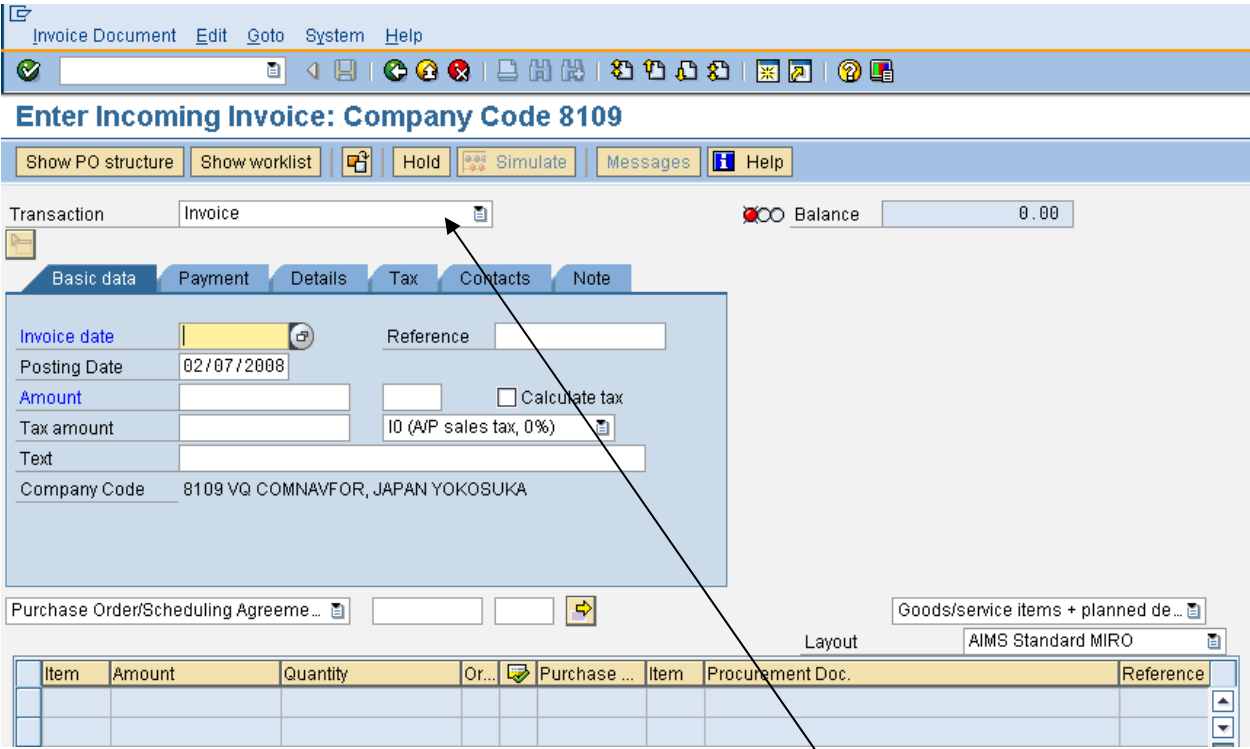
Purchase Order/Scheduling Agreeeme... 4500046258 Goods/service items + planned de...
 Layout AIMS Standard MIRO


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		

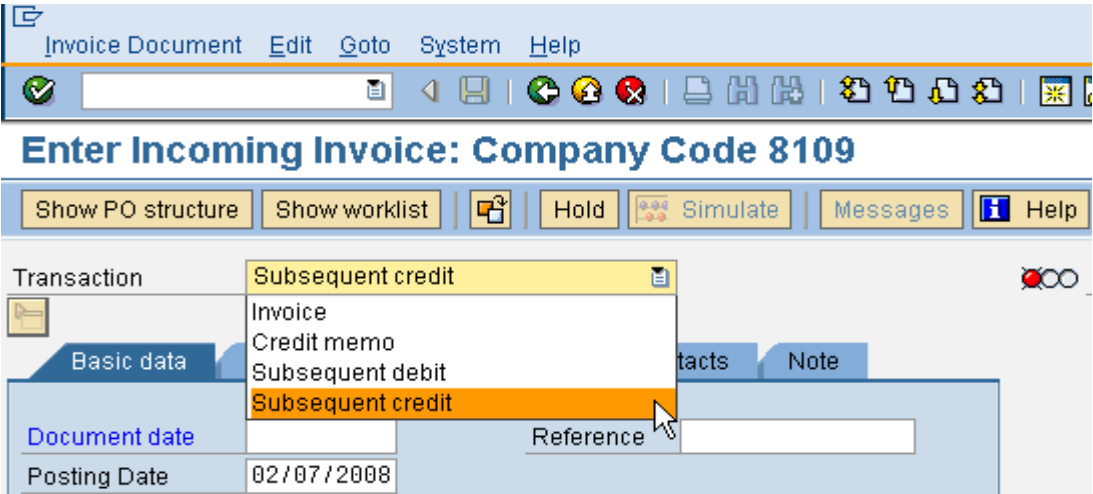
Click the Save/Post icon at the top to post the document. 

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.



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



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		500034126
2			500 EA	<input type="checkbox"/> 4500046258	2		500034126
3		1,000	EA	<input type="checkbox"/> 4500046258	3		500034126
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 worklist Hold Simulate Messages Help

Transaction Subsequent credit Balance 0.00 USD

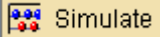
Basic data Payment Details Tax Contacts Note

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		

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

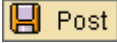

Simulate Document in USD (Document currency)

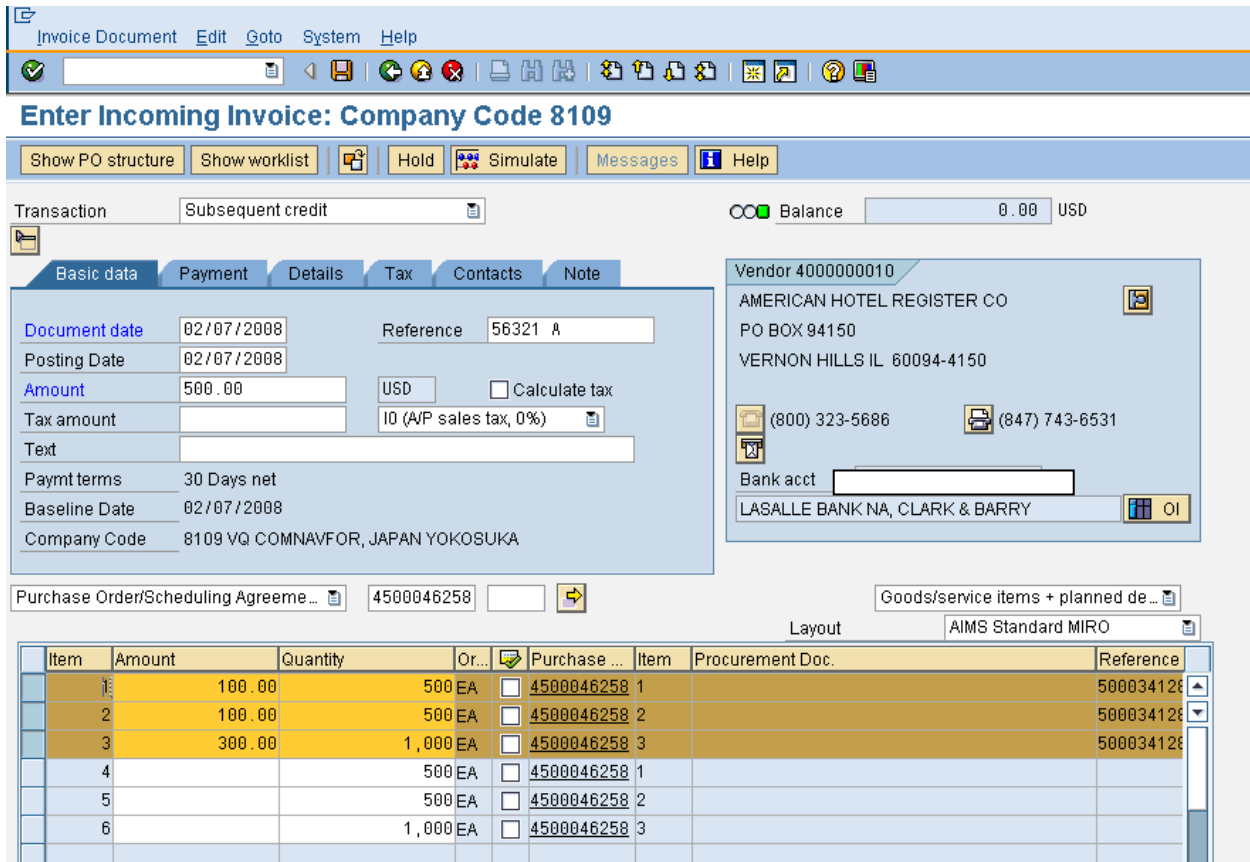
Position	A/G/L	Act/Art/Ast/Vndr	Procurement Doc.	Amount	Cur...	Purchasing...
1 K	201000	AMERICAN HOTEL RE..		500.00	USD	
3 S	701000	SUPPLIES		100.00	- USD	4500046258 1
5 S	701000	SUPPLIES		100.00	- USD	4500046258 2
7 S	701000	SUPPLIES		300.00	- USD	4500046258 3

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 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 (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 Agree... 4500046258

Goods/service items + planned de...

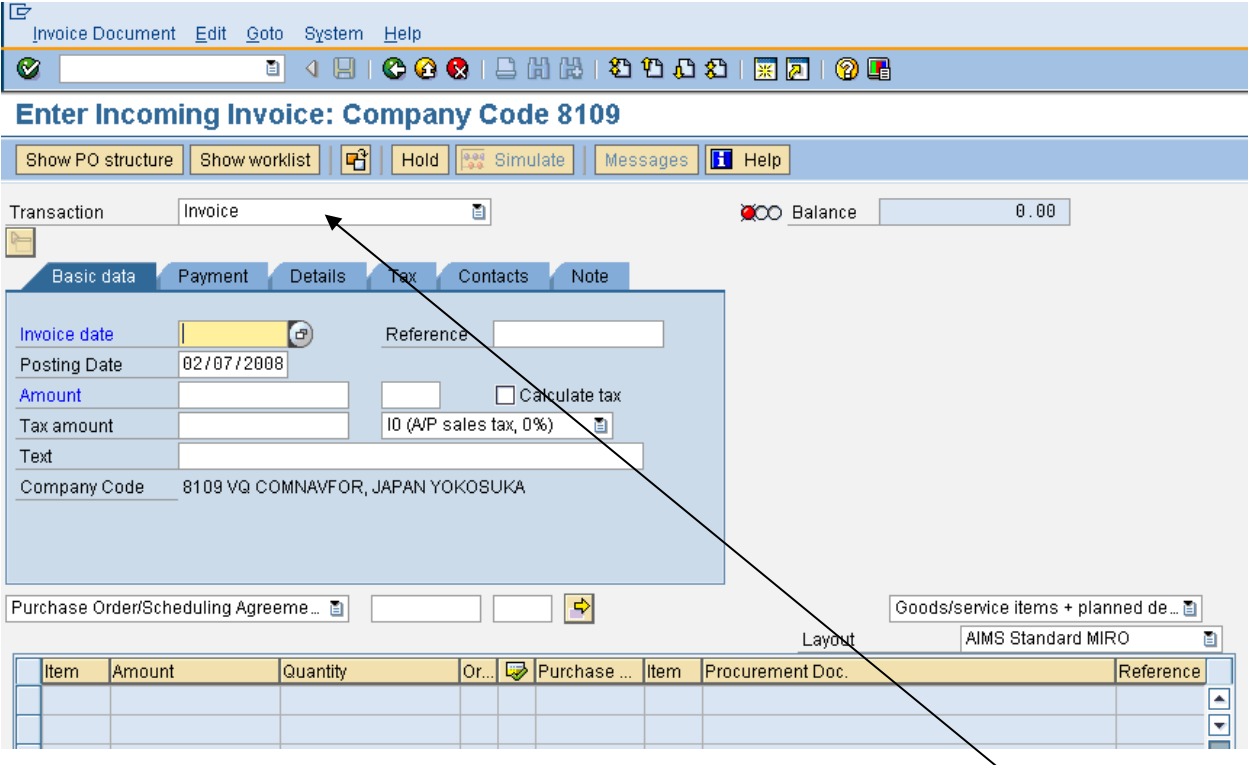
Layout AIMS Standard MIRO


Item	Amount	Quantity	Or...	Purchase ...	Item	Procurement Doc.	Reference
1	100.00	500	EA	4500046258	1		500034128
2	100.00	500	EA	4500046258	2		500034128
3	300.00	1,000	EA	4500046258	3		500034128
4		500	EA	4500046258	1		
5		500	EA	4500046258	2		
6		1,000	EA	4500046258	3		

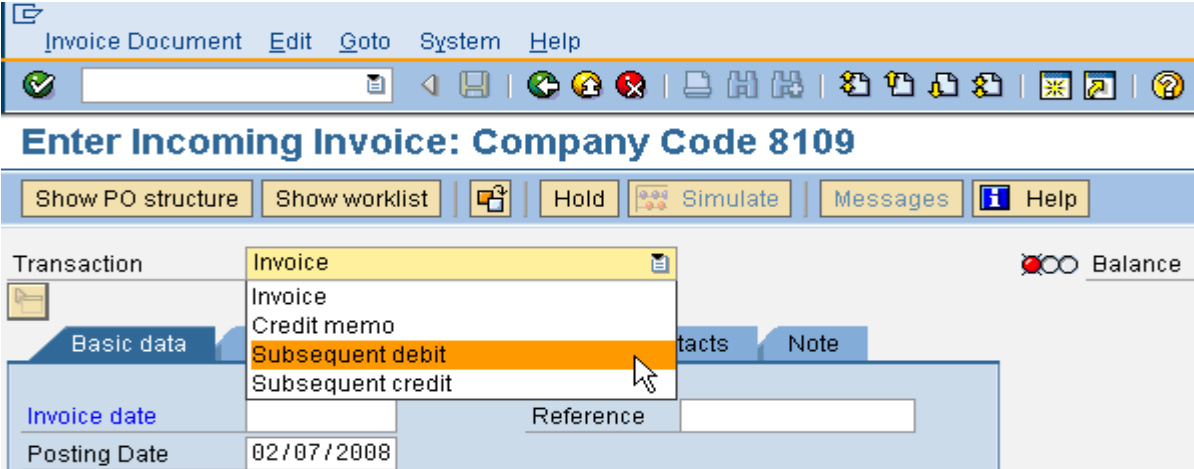
Click the Save/Post icon at the top to post the document. 

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.



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



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 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 deli
 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.

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

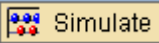
Invoice date 02/07/2008 Reference 56321 A
 Posting Date 02/07/2008
 Amount 75.00 USD Calculate tax
 Tax amount 10 (A/P sales tax, 0%)
 Text
 Paymt terms 30 Days net
 Baseline Date 02/07/2008
 Company Code 8109 VQ COMNAVFOR, JAPAN YOKOSUKA

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	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	<input type="checkbox"/> 4500046258	1		
5			500	<input type="checkbox"/> 4500046258	2		
6			1,000	<input type="checkbox"/> 4500046258	3		

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

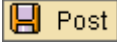

Simulate Document in USD (Document currency)

Position	A/G/L	Act/Art/Ast/Vndr	Procurement Doc.	Amount	Cur.	Purchasing	It
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


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

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


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

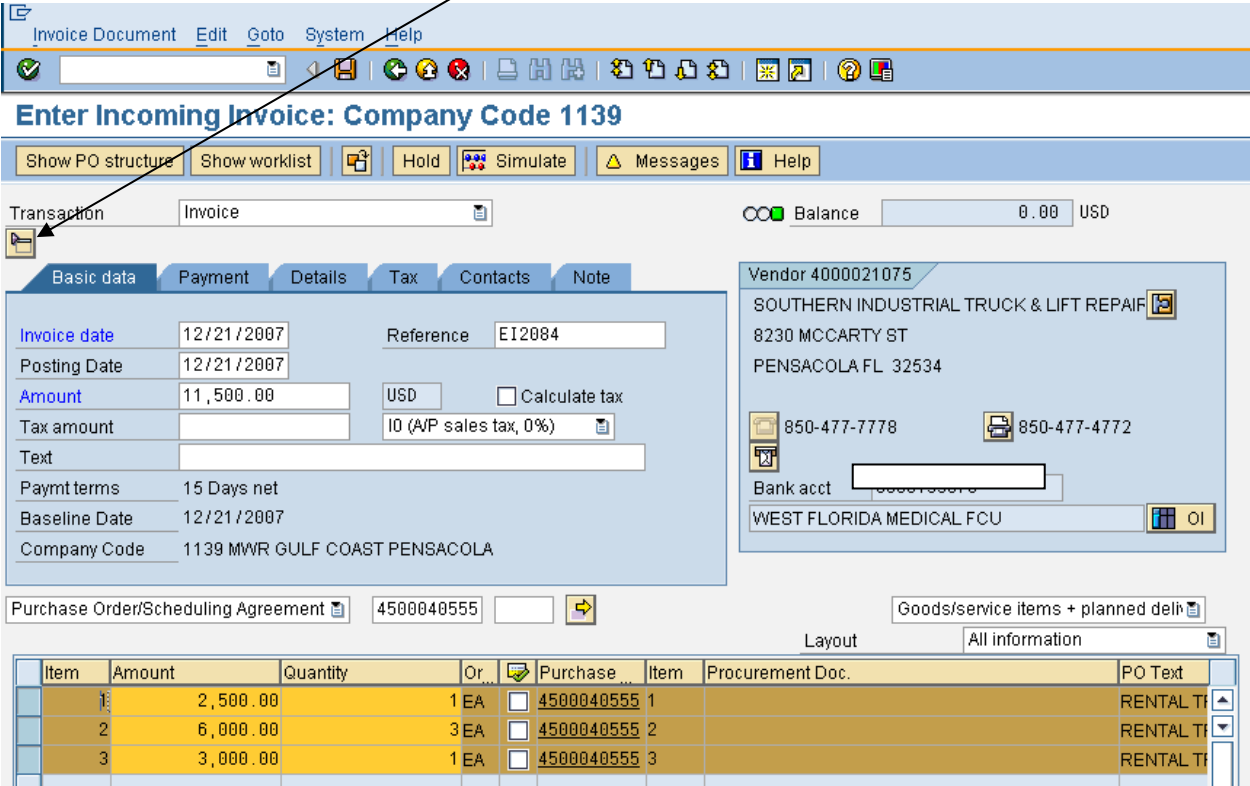
Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	Reference
1	25.00	500	EA	<input type="checkbox"/> 4500046258	1		500034126
2	25.00	500	EA	<input type="checkbox"/> 4500046258	2		500034126
3	25.00	1,000	EA	<input type="checkbox"/> 4500046258	3		500034126
4		500	EA	<input type="checkbox"/> 4500046258	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. 



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:
WEST FLORIDA MEDICAL FCU

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 TI
2	6,000.00	3 EA		4500040555	2		RENTAL TI
3	3,000.00	1 EA		4500040555	3		RENTAL TI

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.

The screenshot shows the 'Enter Incoming Invoice: Company Code 1139' interface. The top menu includes 'Invoice Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Transaction:** Invoice
- Balance:** 0.00 USD
- Basic data:** Invoice date (12/21/2007), Posting Date (12/21/2007), Amount (11,500.00 USD), Tax amount, 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. Contact info: 850-477-7778. Bank acct: WEST FLORIDA MEDICAL FCU. An 'OI' icon is visible next to the bank account name.
- Purchase Order/Scheduling Agreement:** 4500040555
- Layout:** All information

An arrow points from the text above to the 'OI' icon next to the bank account name in the vendor information section.

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

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

Beginner Accounts Payable

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

Vendor Line Item Display

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

Run Date: 12/21/2007
 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-	
** Account 4000021075										6,500.00-	

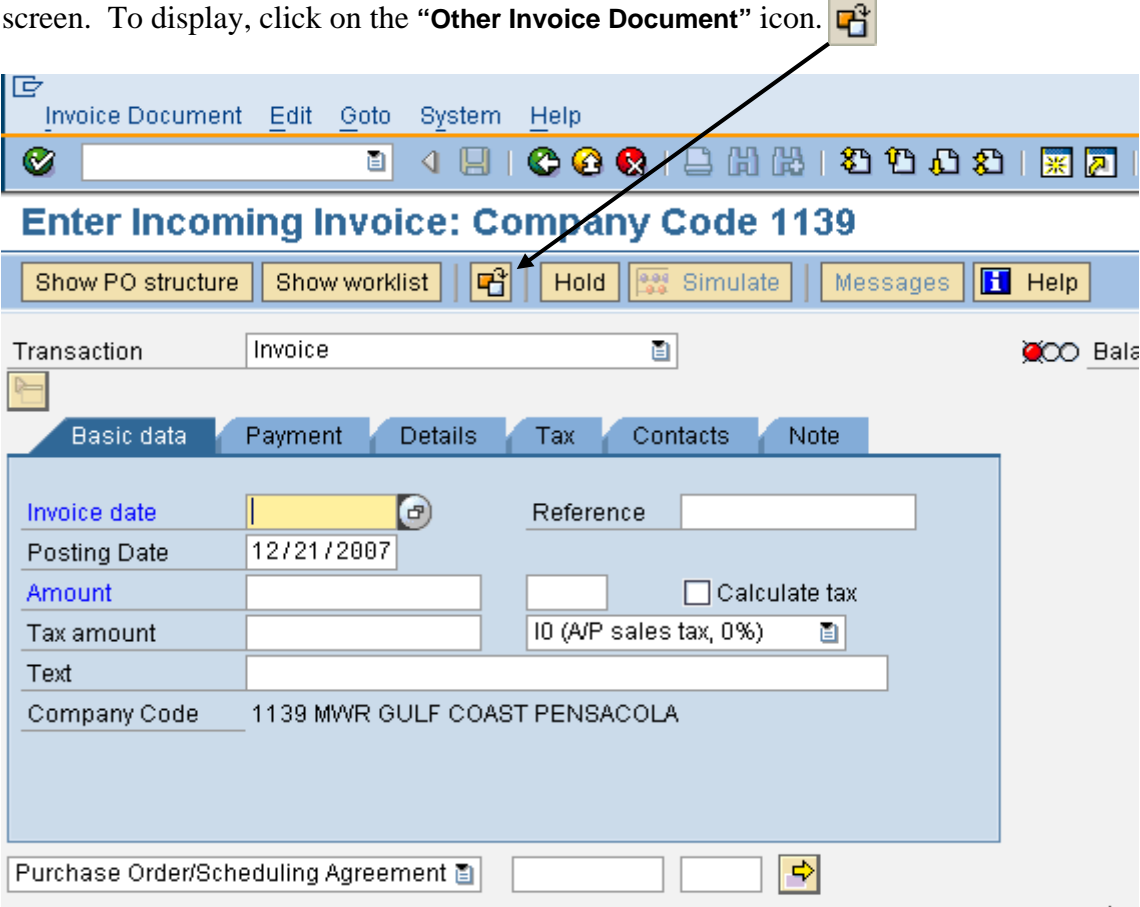
To return to the “enter invoice” screen, click the green arrow back icon.

Display Invoice Verification Documents

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

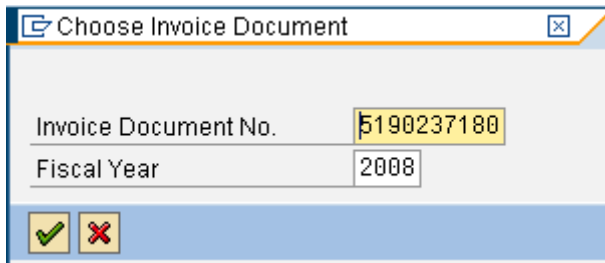
Transaction code: **MIRO**

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.



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

Beginner Accounts Payable



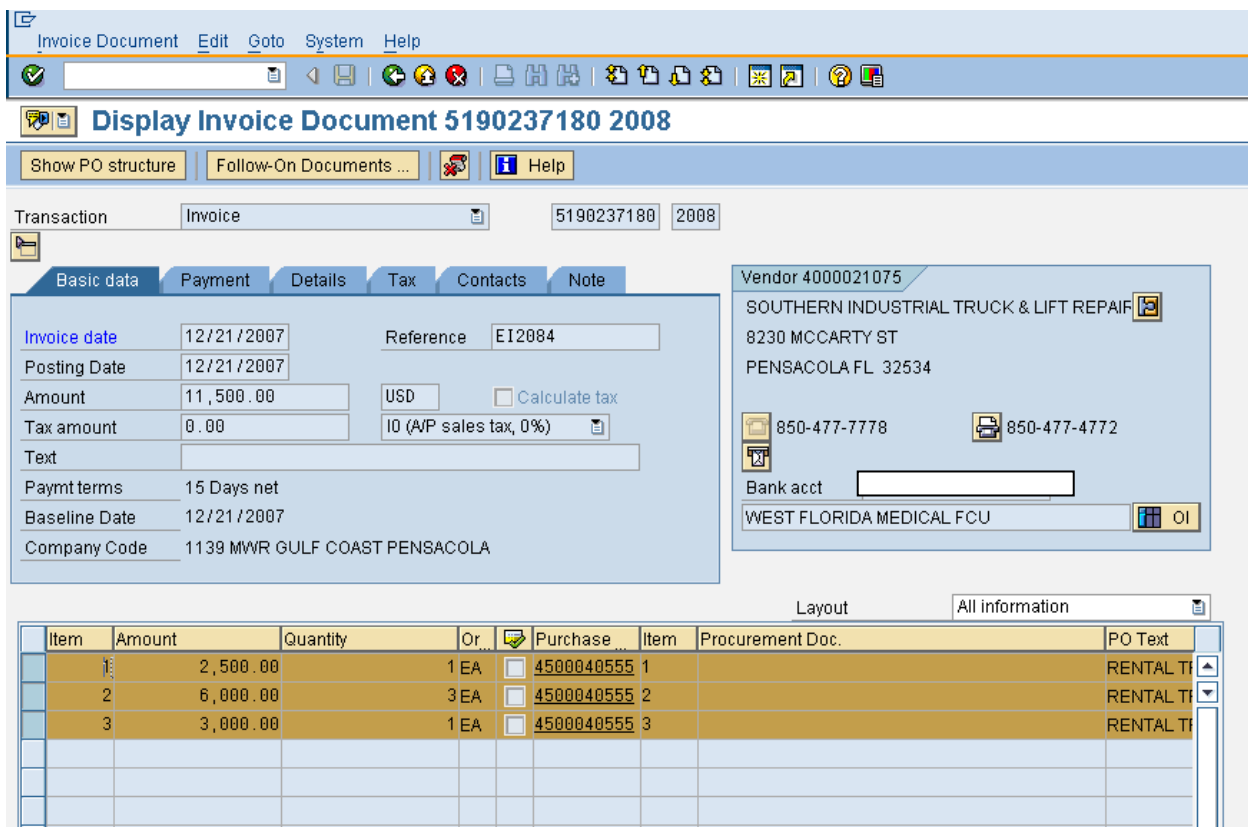
Choose Invoice Document

Invoice Document No. 5190237180

Fiscal Year 2008

✓ ✗

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

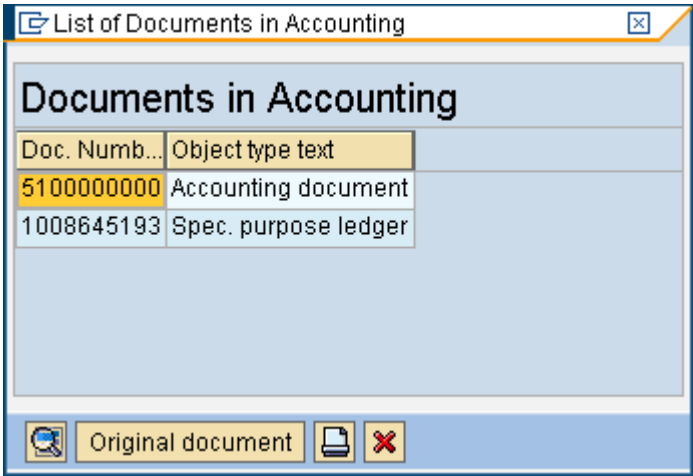
WEST FLORIDA MEDICAL FCU

Layout All information

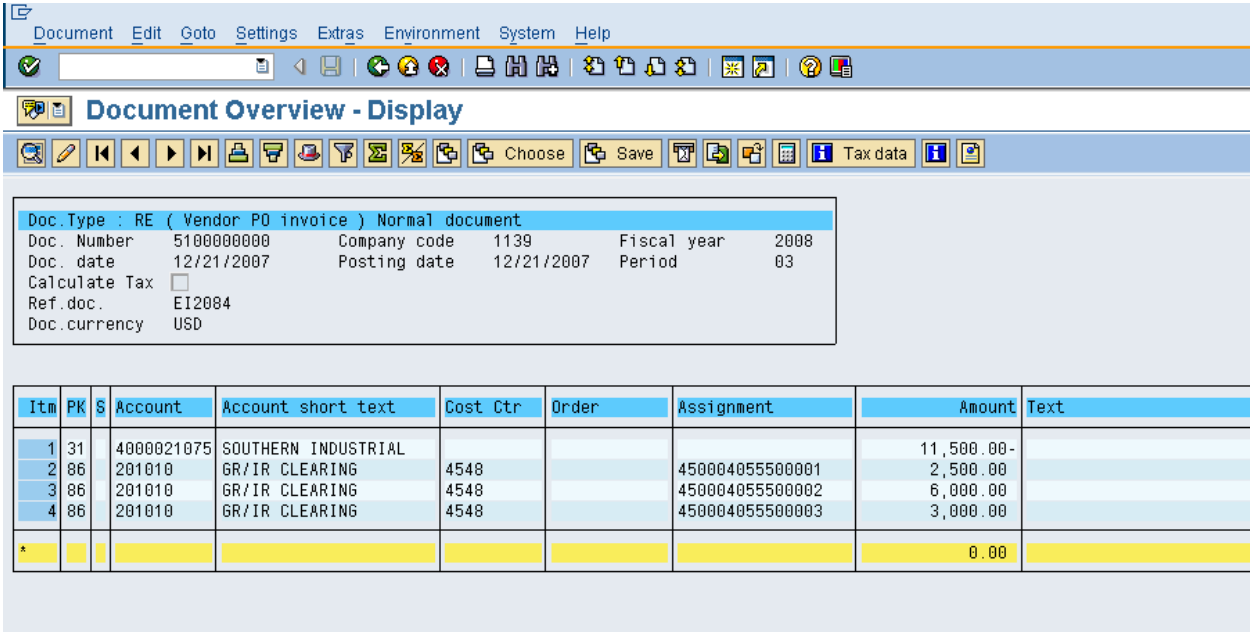
Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text
1	2,500.00	1 EA		<input type="checkbox"/> 4500040555	1		RENTAL TI
2	6,000.00	3 EA		<input type="checkbox"/> 4500040555	2		RENTAL TI
3	3,000.00	1 EA		<input type="checkbox"/> 4500040555	3		RENTAL TI

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.
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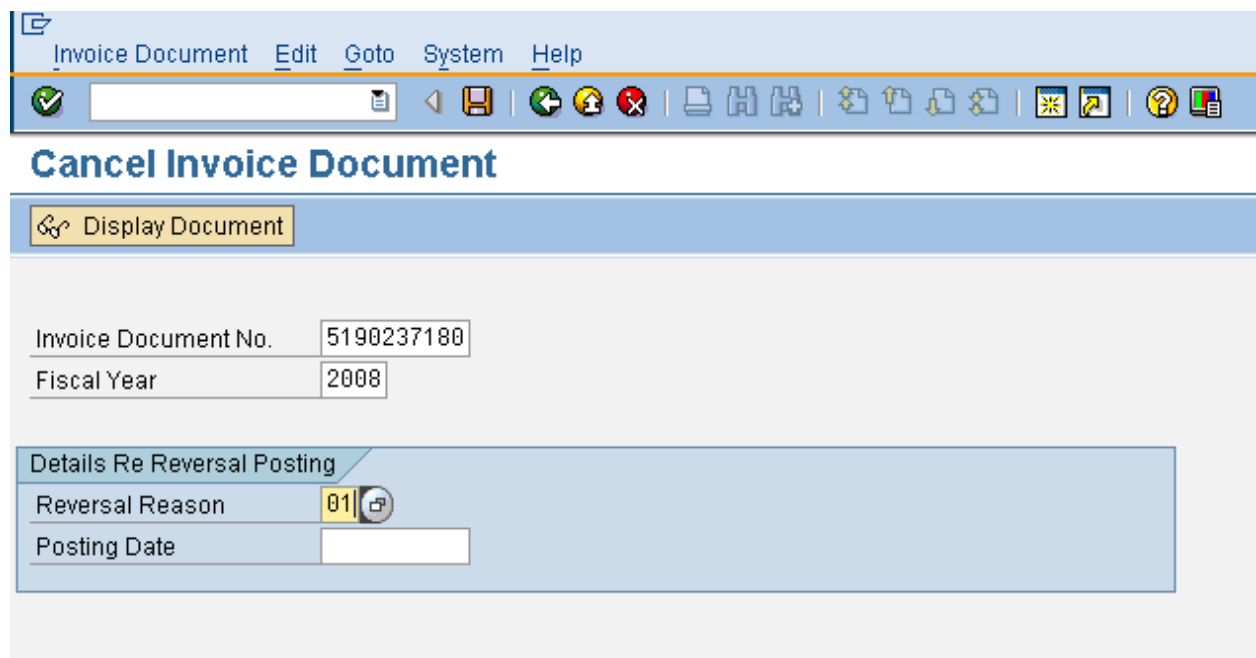
Remember that reversal documents cannot be posted to a period that is already closed. Usually, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. The user may specify a different posting date. It should be in the same accounting period 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**





The screenshot shows the SAP 'Cancel Invoice Document' (MR8M) screen. At the top, there is a menu bar with 'Invoice Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the screen is 'Cancel Invoice Document'. Below the title, there is a button labeled 'Display Document'. The screen contains several input fields: 'Invoice Document No.' with the value '5190237180', 'Fiscal Year' with the value '2008', and a section titled 'Details Re Reversal Posting' which includes 'Reversal Reason' with the value '01' and a lock icon, and 'Posting Date' which is currently empty.

Field	Description/Usage
Reverse Document: Header Data	
Invoice doc. number	Enter the document number to be reversed.
Fiscal year	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. 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.
Details for cancellation posting	
Reversal reason	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: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal 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.
Posting date	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.)
---	---

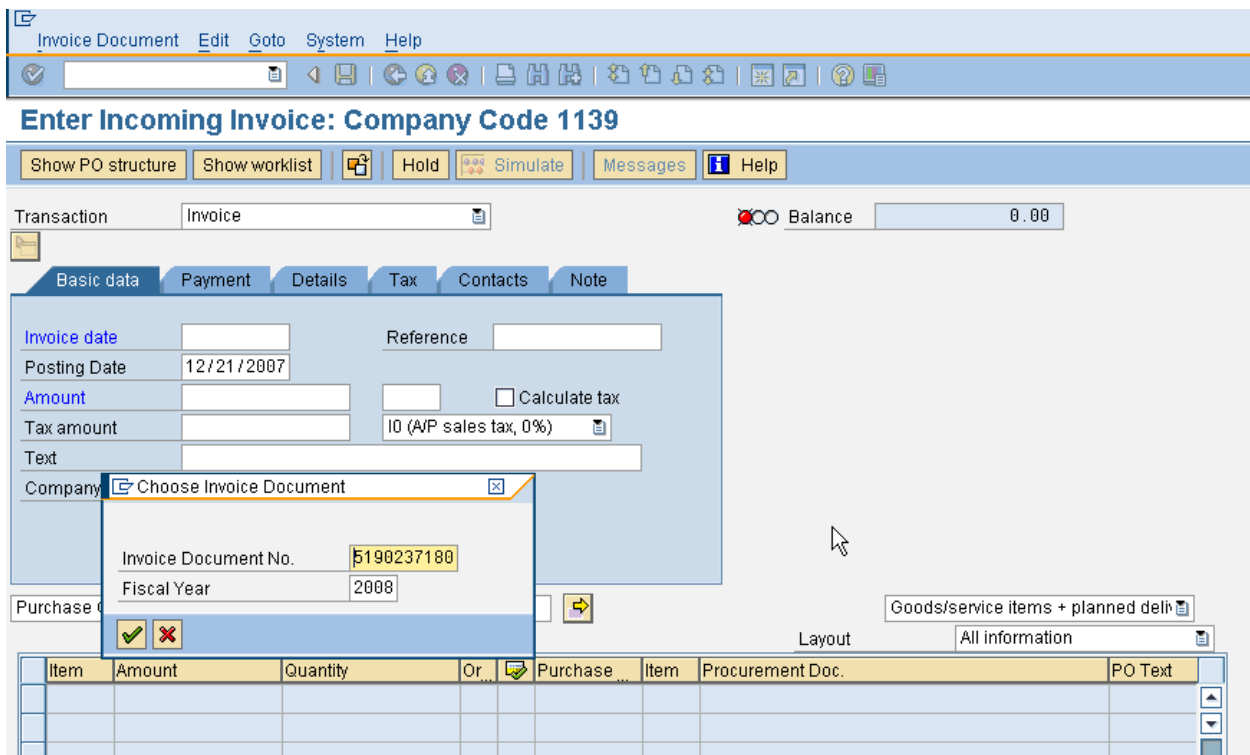
Beginner Accounts Payable

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. 



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

Basic data Payment Details Tax Contacts Note

Invoice date Reference

Posting Date 12/21/2007

Amount Calculate tax

Tax amount 10 (AVP sales tax, 0%)

Text

Company Choose Invoice Document

Invoice Document No. 5190237100

Fiscal Year 2008

Purchase Goods/service items + planned deli

Layout All information

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

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.

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 E12084
Posting Date 12/21/2007
Amount 11,500.00 USD Calculate tax
Tax amount 0.00 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
WEST FLORIDA MEDICAL FCU

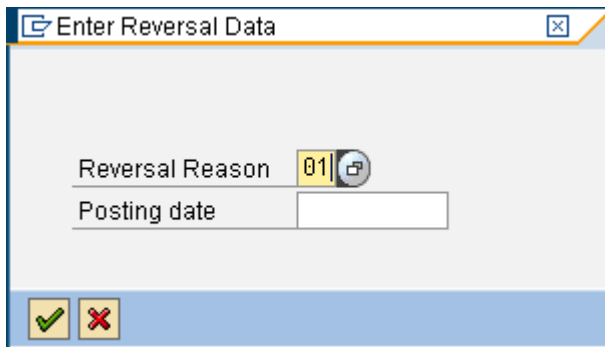
Layout All information

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

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

Beginner Accounts Payable

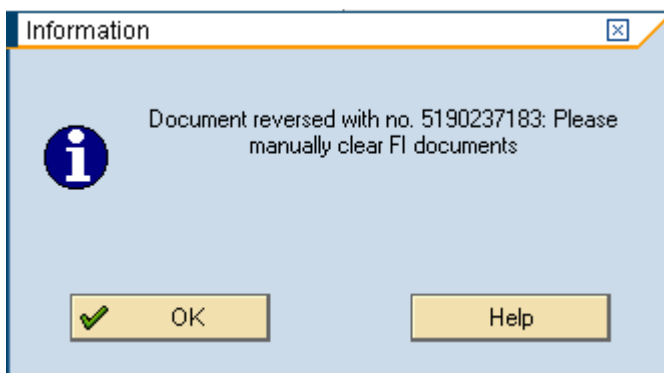
Another popup box will appear where you must enter the reversal reason and posting date if it is to be reversed on a date other than the original posting date.



The screenshot shows a dialog box titled "Enter Reversal Data". 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 icons: a green checkmark and a red 'X'.

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

The following message will appear after the document is reversed:



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 'G/L Account Line Item Display' 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 area is titled 'G/L Account Line Item Display' and contains several sections:

- G/L account selection:** This section has two rows. The first row is 'G/L account' with the value '201010' and a search icon. The second row is 'Company code' with the value '1163'. Both rows have 'to' fields and arrow icons.
- Selection using search help:** This section has two rows: 'Search help ID' and 'Search string', both with empty input fields. Below them is a 'Search help' button with an arrow icon.
- Line item selection:** This section has three rows, each with a radio button and a date field. The first row is 'Open items' (selected) with 'Open at key date' set to '01/18/2008'. The second row is 'Cleared items' with 'Clearing date' and 'Open at key date' fields. The third row is 'All items' with 'Posting date' and 'to' fields. Each row has an arrow icon.

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. 

Beginner Accounts Payable

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Status: Posted Parked open Cleared


Run Date: 01/18/2008 08:58:05 Page 1
 User: HQ_RANDERSON

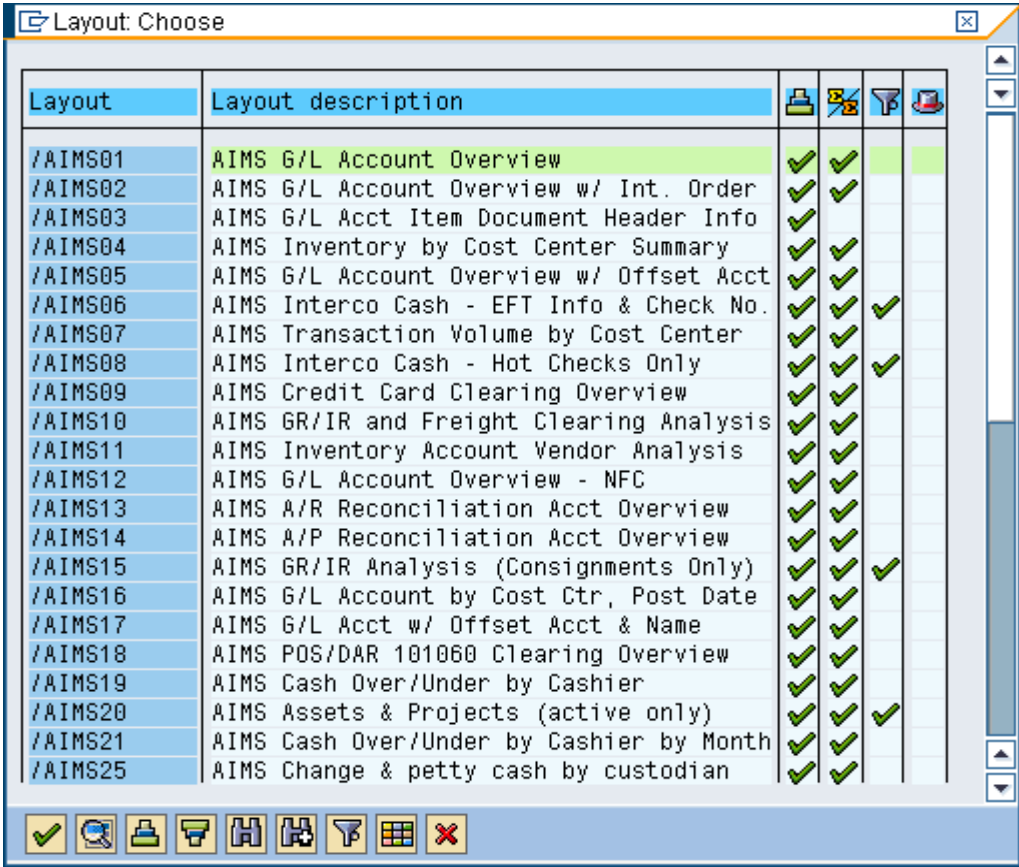
Open Items Key Date: 01/18/2008

201010 600DS RECEIPT/INVOICE RECEIPT CLEARING

St	CoCo	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar
		1163 450003980300015	5000000823	WE	09/17/2007	09/17/2007	96			30.00-		
		1163 450004020700001	5000000716	WE	08/07/2007	08/07/2007	96			877.00-		
		1163 450004176700001	5000000030	WE	10/12/2007	10/12/2007	96			3,290.00-		
		1163 450004176700002	5000000030	WE	10/12/2007	10/12/2007	96			1,820.00-		
		1163 450004284400001	5000000104	WE	10/14/2007	11/19/2007	96			81.00-		
		1163 450004284400002	5000000104	WE	10/14/2007	11/19/2007	96			81.00-		
		1163 450004284400003	5000000104	WE	10/14/2007	11/19/2007	96			81.00-		
		1163 450004284400004	5000000104	WE	10/14/2007	11/19/2007	96			21.00-		
		1163 450004284400005	5000000104	WE	10/14/2007	11/19/2007	96			21.00-		
		1163 450004284400006	5000000104	WE	10/14/2007	11/19/2007	96			21.00-		
		1163 450004284400007	5000000104	WE	10/14/2007	11/19/2007	96			21.00-		
		1163 450004284400008	5000000104	WE	10/14/2007	11/19/2007	96			228.00-		
		1163 450004284400009	5000000104	WE	10/14/2007	11/19/2007	96			114.00-		
		1163 450004284400010	5000000104	WE	10/14/2007	11/19/2007	96			114.00-		
		1163 450004284400011	5000000104	WE	10/14/2007	11/19/2007	96			69.00-		
		1163 450004284400014	5000000104	WE	10/14/2007	11/19/2007	96			84.00-		
		1163 450004284400016	5000000104	WE	10/14/2007	11/19/2007	96			102.00-		
		1163 450004284400019	5000000104	WE	10/14/2007	11/19/2007	96			60.00-		
		1163 450004284400021	5000000104	WE	10/14/2007	11/19/2007	96			69.00-		
		1163 450004284400022	5000000104	WE	10/14/2007	11/19/2007	96			75.00-		
		1163 450004284400023	5000000104	WE	10/14/2007	11/19/2007	96			209.00-		
		1163 450004284400024	5000000104	WE	10/14/2007	11/19/2007	96			209.00-		
		1163 450004284400025	5000000104	WE	10/14/2007	11/19/2007	96			209.00-		
		1163 450004284400026	5000000104	WE	10/14/2007	11/19/2007	96			69.00-		
		1163 450004284400027	5000000104	WE	10/14/2007	11/19/2007	96			102.00-		
		1163 450004284400028	5000000104	WE	10/14/2007	11/19/2007	96			102.00-		
		1163 450004284400029	5000000104	WE	10/14/2007	11/19/2007	96			102.00-		
		1163 450004284600023	5000000143	WE	12/03/2007	12/05/2007	96			75.00-		
		1163 450004296800001	5000000867	WE	09/30/2007	09/30/2007	96			504.00-		
		1163 450004313400001	5000000017	WE	10/09/2007	10/09/2007	96			700.00-		
		1163 450004313400002	5000000017	WE	10/09/2007	10/09/2007	96			2,475.00-		
		1163 450004313400003	5000000017	WE	10/09/2007	10/09/2007	96			1,100.00-		
		1163 450004313400004	5000000017	WE	10/09/2007	10/09/2007	96			14,070.00-		
		1163 450004324100001	5000000187	WE	12/31/2007	12/31/2007	96			384.00-		
		1163 450004324100002	5000000187	WE	12/31/2007	12/31/2007	96			408.00-		

Notice that the Assignment field contains the PO number along with the line item number. For example, line item 20 of PO 4500025631 would look like 45000256310020.

For better analysis, you need to change the layout of the screen. To do this, click on the Select layout icon.  A pop-up box will appear.



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

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.

Beginner Accounts Payable

Purchase Order Edit Goto Environment System Help

FICO PO under \$25K 4500042968 Created by VIRGINIA AMANSEC

Document Overview On Print Preview Messages Personal Setting

FICO PO under \$25K 4500042968 Vendor 4000021719 HAWAII STATE GOLF Doc. date 09/26/2007

Header
Item Overview

Item [1] MEMBERSHIP DUES FOR HANDICAP SYSTI

Article Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Ad...

AccAssCat Cost center Distribution Single account assignme CoCode MWR COMNA
Partial Inv. Derive from Account Assig

S	S	Quantity	Perce	Cost Ctr	G/L Acct	D
1		42.000	0.0	4997	783000	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

The screen that appears shows the Account Assignment for the particular line item you chose. For more information about navigating through the Display Purchase Order, please see the Procurement Beginner manual.

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

1163 MWR COMNAVREG, HAWAII

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

Field	Description/Usage
Maintain GR/IR Clearing Account	
Company Code	Enter the appropriate company code.
Posting Date	Enter the appropriate posting date. Today's date will be the default.
Reference	This field will apply to all documents that are reversed, so use something that will apply to all.
Purchase Order Date	This is a range of dates to look for POs. This will show outstanding line items in these accounts.

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

List Edit Goto Settings System Help


Maintain GR/IR Clearing Account

Company code 1163 MWR COMNAVREG, HAWAII
 Currency USD

Purch. Doc.	Site	Item	PO Date	Name 1	6/L acct	Cost Ctr	Order	Short Text	Asset	SNo.	OU	GR-IV A	Object for Business Transaction
Purch. Doc.	Item	Account key name	Carrier-	name 1	Quantity	Received	Quantity	invoiced	Difference	Qty	QtyVar%	Diff.	Value
4500039803	190	4513	15 06/28/2007	TIFOSI OPTICS INC	151000	4988		STELVIO GOLF T6335 METALLIC RED			EA	X	K 4988
4500039803		15 GR/IR clearing							1		1	100.0	30.00
4500040207	190	4513	1 07/13/2007	TAYLOR MADE ADIDAS GOLF	151000	4988		POWER BAND 737424 TITAN METALLIC/			EA	X	K 4988
4500040207		1 GR/IR clearing							11		11	100.0	877.80
4500042844	190	4513	1 09/24/2007	PING GOLF	151000	4988		FREESTYLE 2008 BLK/BLK/WHITE 01 BAG			EA	X	K 4988
4500042844		1 GR/IR clearing							1		1	100.0	81.00
4500042844	190	4513	2 09/24/2007	PING GOLF	151000	4988		FREESTYLE 2008 BLK/RED/YELLOW 05 BAG			EA	X	K 4988
4500042844		2 GR/IR clearing							1		1	100.0	81.00
4500042844	190	4513	3 09/24/2007	PING GOLF	151000	4988		FREESTYLE 2008 WHT/PWE/PINK 06 BAG			EA	X	K 4988
4500042844		3 GR/IR clearing							1		1	100.0	81.00
4500042844	190	4513	4 09/24/2007	PING GOLF	151000	4988		MOON LITE 2008 BLACK BAG			EA	X	K 4988
4500042844		4 GR/IR clearing							1		1	100.0	21.00
4500042844	190	4513	5 09/24/2007	PING GOLF	151000	4988		MOON LITE 2008 NAVY BAG			EA	X	K 4988
4500042844		5 GR/IR clearing							1		1	100.0	21.00
4500042844	190	4513	6 09/24/2007	PING GOLF	151000	4988		MOON LITE 2008 RED BAG			EA	X	K 4988
4500042844		6 GR/IR clearing							1		1	100.0	21.00
4500042844	190	4513	7 09/24/2007	PING GOLF	151000	4988		MOON LITE 2008 ROYAL BAG			EA	X	K 4988
4500042844		7 GR/IR clearing							1		1	100.0	21.00
4500042844	190	4513	8 09/24/2007	PING GOLF	151000	4988		LATITUDE 2008 01 BLK/GRP/SIL BAG			EA	X	K 4988
4500042844		8 GR/IR clearing							2		2	100.0	228.00
4500042844	190	4513	9 09/24/2007	PING GOLF	151000	4988		LATITUDE 2008 02 BLK/ROYAL/SILVER			EA	X	K 4988
4500042844		9 GR/IR clearing							1		1	100.0	114.00
4500042844	190	4513	10 09/24/2007	PING GOLF	151000	4988		LATITUDE 2008 03 GRAY/CRIMSON/SILVER			EA	X	K 4988
4500042844		10 GR/IR clearing							1		1	100.0	114.00

Beginner Accounts Payable

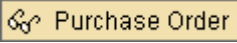

The report that comes up shows purchase orders where a goods receipt was posted, but not the invoice (as a MIRO).

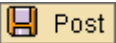


NOTE: Do **NOT** automatically reverse all of the documents listed. You **MUST** research the outstanding documents to see if they really should be reversed. Some OCONUS bases have long delivery times and should be kept in the account.

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
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

Exec...	Application Area	Ms...	N...	Numer.	Purch.Doc.	Item	Message Text
	M8	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.

Beginner Accounts Payable

Document Edit Goto Settings System Help

Process open items

Account Clearing date Period

Company Code Currency

Open item selection

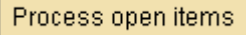
Special G/L ind Normal OI



Additional selections

None
 Assignment
 Text
 Cost Center
 Site
 Posting Date
 Document Date
 Value date
 Reference
 Document Type
 Amount
 Others

Field	Description/Usage
Clear Vendor: Header Data	
Account	Enter the vendor account number to be cleared.
Clearing date	Enter the date.
Period	Enter the fiscal period or leave blank.
Company Code	Enter the appropriate company code.
Currency	Enter "USD" even if invoices and payments are in another currency. Clearing must be done in USD.
Open item selection	
Special G/L Ind.	Can select a Special G/L indicator from drop down, if needed.
Normal OI (open item)	Be sure this indicator is flagged.
Additional selections	
Criteria List	Can choose any of the selection criteria.

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  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.

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
<input checked="" type="checkbox"/>	1139	SK04UI	3500000000	KR	11/29/2007	11/29/2007	31	<input checked="" type="checkbox"/>	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-	MIR4
<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
Reset Cleared Items	
Clearing document	Clearing document number to be reversed.
Company code	Enter the company code for the base/fund in which the cleared items are posted.
Fiscal year	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.

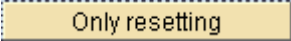
To view a list of the accounts included in the clearing document, click on **[Accounts]** push-button.


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

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