

## **Procure to Pay Cycle Part: -1**

### **Master DATA: -**

- 1) Material Master
- 2) Vendor/Supplier Master
- 3) Purchase Info Record (PIR)
- 4) Source List

### **Transaction: -**

- 1) Purchase requisition
- 2) Purchase Order
- 3) Goods Receipt
- 4) Invoice receipt & Posting

### **Reports: -**

- 1) List of PR
- 2) List of PO
- 3) List of Vendors/ Suppliers
- 4) List of Material
- 5) List of material document (Goods receipt/ Goods issue/ Transfer posting)

### **Step: - 1**

We create **Master Data** for the purpose of run transaction.

In master data we will create Material first.

### **List of T-Code for Creating any Material in SAP-MM**

- 1) **MM01**: - For **Creating** Material
- 2) **MM02**: - For **Change** the material
- 3) **MM03**: - For **Display** the material.

For example, we take the **Led bulb**.



For creating any finished goods, it requires numbers of small item.

#### **List of item for Creating LED Bulb**

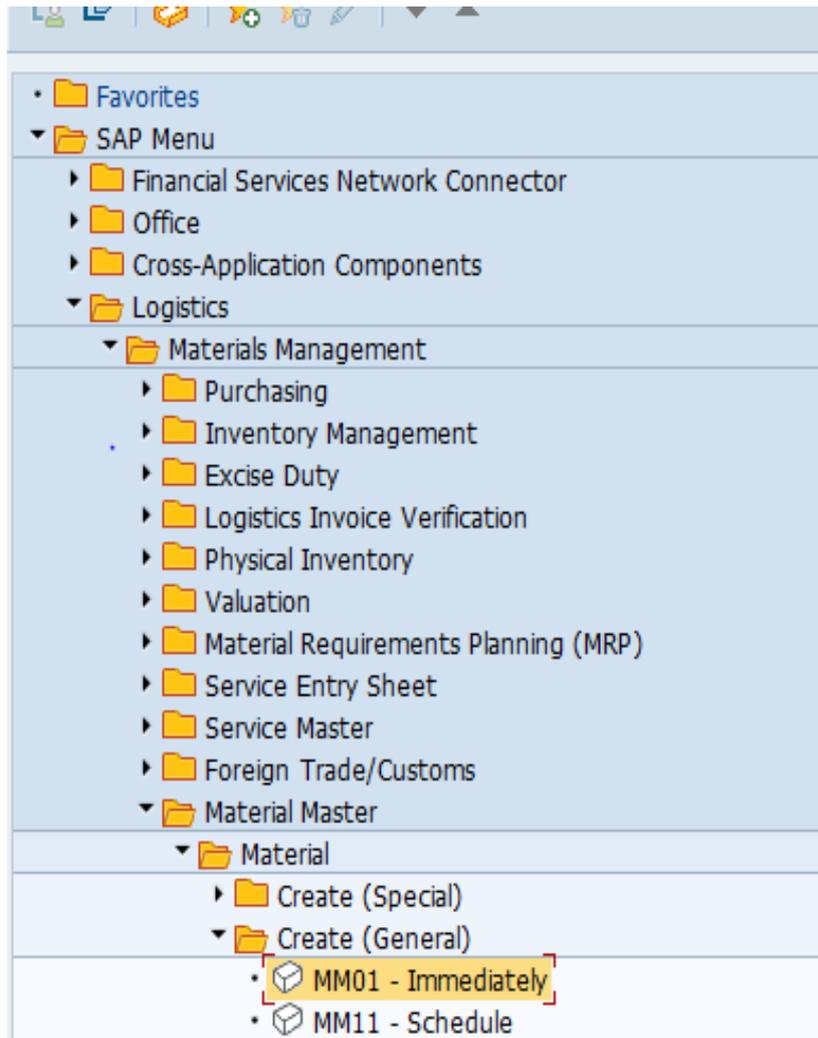
- 1) Optics diffuser
- 2) LED Module
- 3) Thermal transfer pad & Heatsink
- 4) Driver
- 5) Base & Socket

By using **T-Code: - MM01** we can create the **Optics Diffuser**

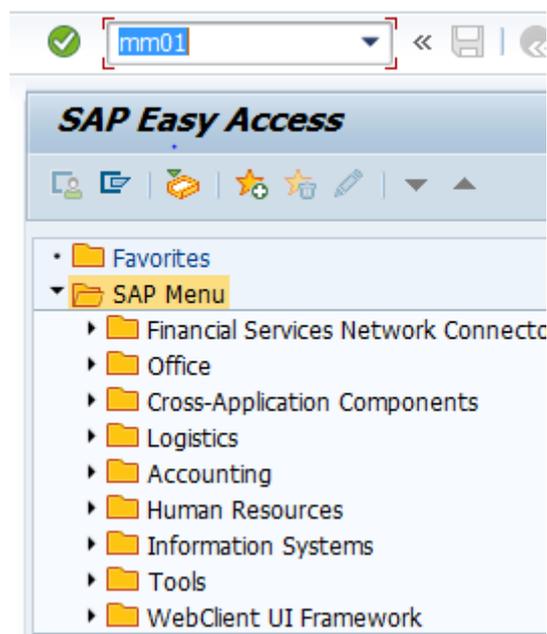
#### **Path to Create Material master**

SAP Menu -> Logistics-> Materials Management-> Material Master

->Material->Create (General)-> MM01 – Immediately



We can directly put the **T-Code** in Command field



Press Enter below screen Pop-Up Automatically

**Create Material (Initial Screen)**

Select View(s) Org. Levels Data

Material

Industry sector SH10 Production ▼

Material Type

Change Number

Copy from...

Material

As per the business requirement select the **Industry Sector & Material type**

**Create Material (Initial Screen)**

Select View(s) Org. Levels Data

Material

Industry sector M MECHANICAL EN... ▼

Material Type ROH ROH Raw mtl(...) ▼

Change Number

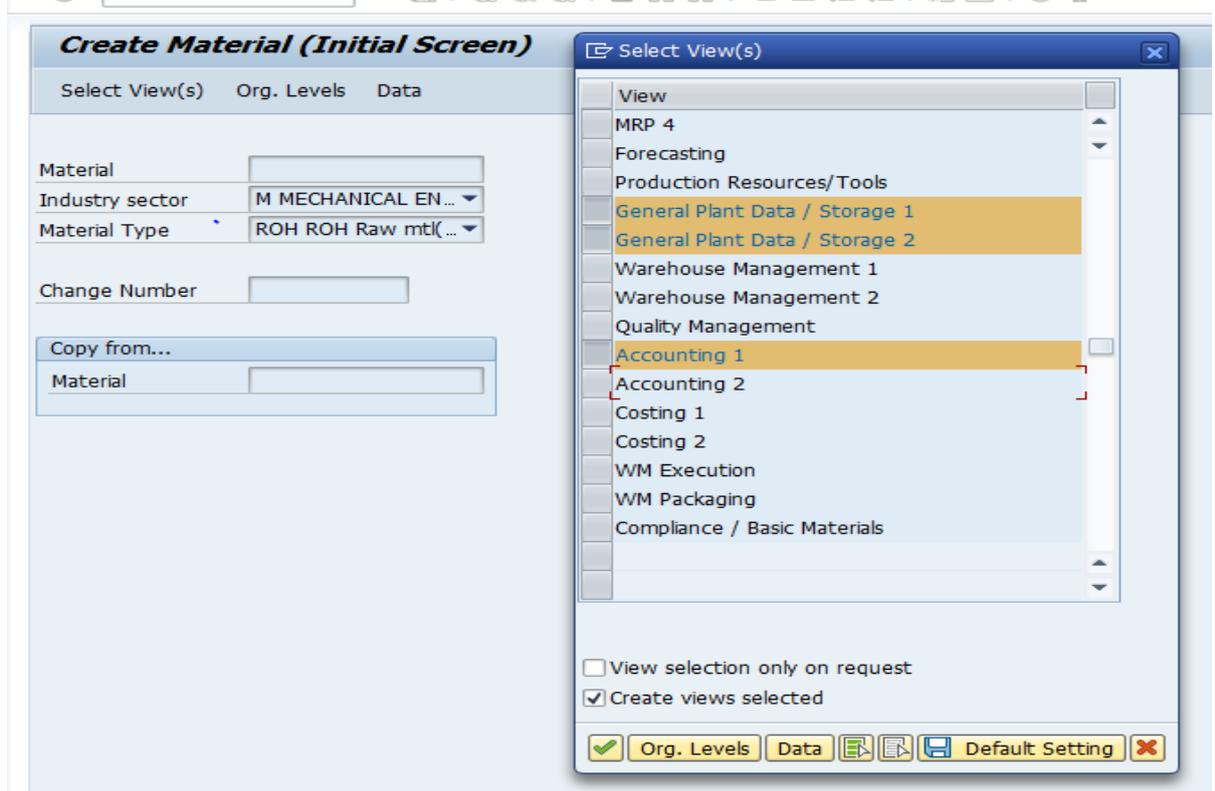
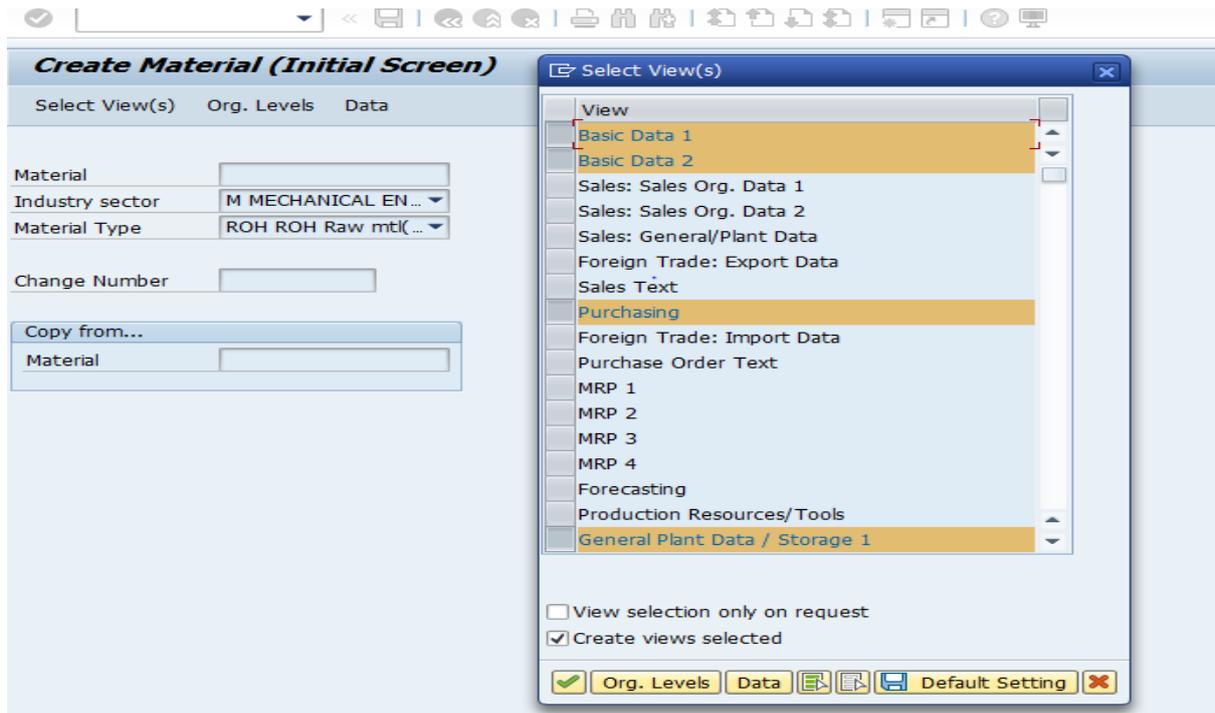
Copy from...

Material

Then press enter below screen pop-up.

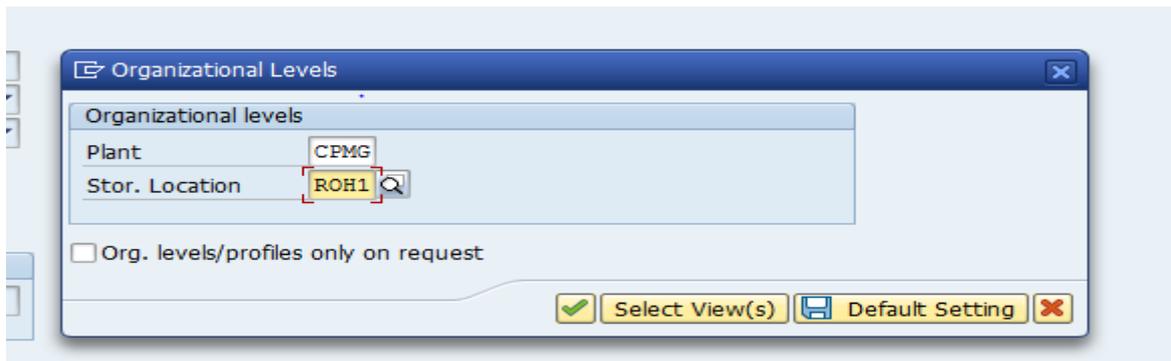
For creating any material, we required some fields are mandatory.

- 1) **Basic Data 1 & 2**
- 2) **Purchasing**
- 3) **General plant data/ storage 1 & 2**
- 4) **Accounting**

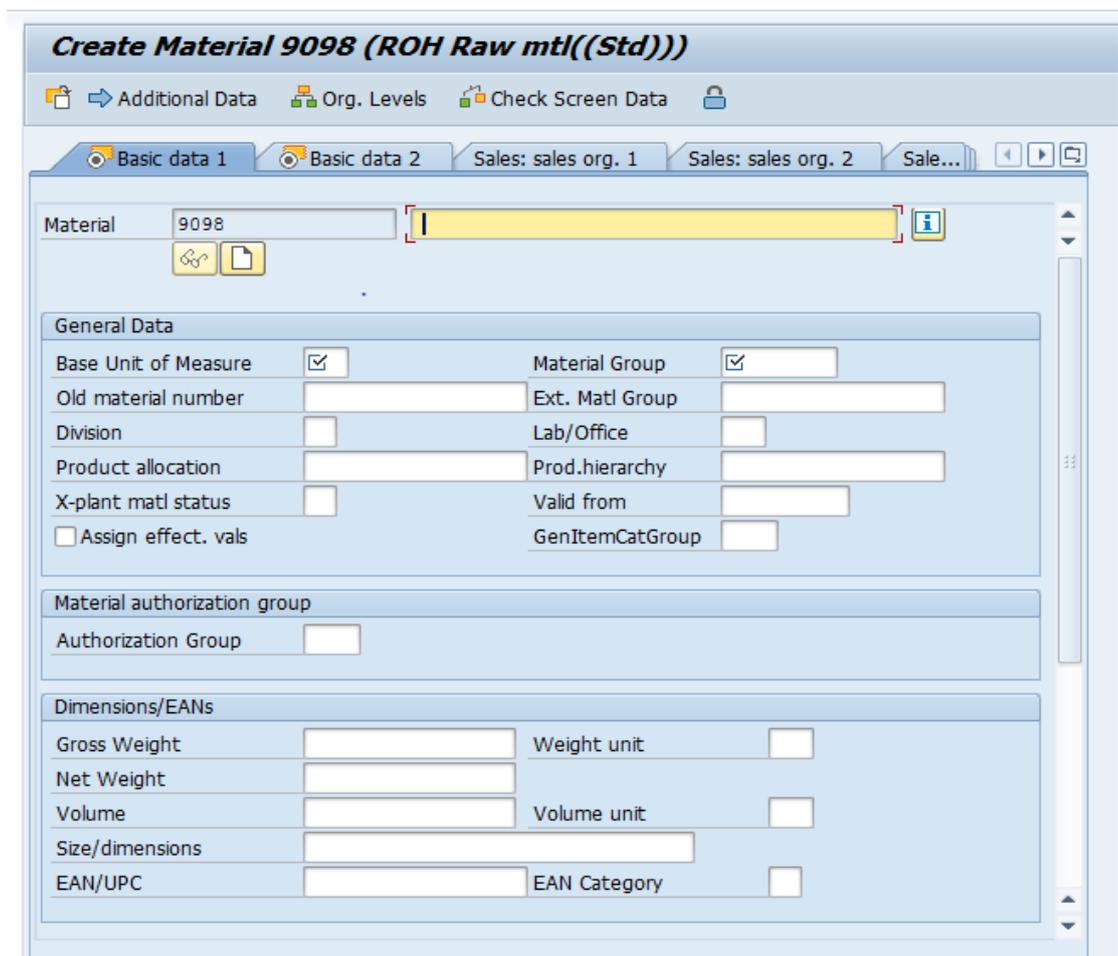


➔ Then click on **organizational level**.

➔ Then enter the **Standard plant & Storage location**  
As per below screen shot



- Then press enter
- Below screen pop-up



Enter the mandatory field

- 1) **Material Name**
- 2) **Base Unit of Measure**
- 3) **Material Group (It's a group of same material are combined)**

**Create Material 9098 (ROH Raw mtl((Std)))**

Additional Data Org. Levels Check Screen Data

Basic data 1 Basic data 2 Sales: sales org. 1 Sales: sales org. 2 Sale...

Material 9098 Optics Diffuser

General Data

Base Unit of Measure	EA	Material Group	004
Old material number		Ext. Matl Group	
Division		Lab/Office	
Product allocation		Prod.hierarchy	
X-plant matl status		Valid from	
<input type="checkbox"/> Assign effect. vals		GenItemCatGroup	

Material authorization group

Authorization Group

Dimensions/EANs

Gross Weight		Weight unit	
Net Weight			
Volume		Volume unit	
Size/dimensions			
EAN/UPC		EAN Category	

→ Then press enter

→ In purchasing field enter the **Purchase group**

Additional Data Org. Levels Check Screen Data

Sales text Purchasing Foreign trade import Purchase order text MRP 1

Material 9098 Optics Diffuser

Plant CPMG Training Plant MM - 01

General Data

Base Unit of Measure	EA	EN	Order Unit		Var. OUn	<input type="checkbox"/>
Purchasing Group	CP0		Material Group	004		
Plant-sp.matl status			Valid from			
Tax ind. f. material			Qual.f.FreeGoodsDis.			
Material freight grp			<input type="checkbox"/> Autom. PO			
<input type="checkbox"/> Batch management			OB Management			
			OB ref. matrial			

Purchasing values

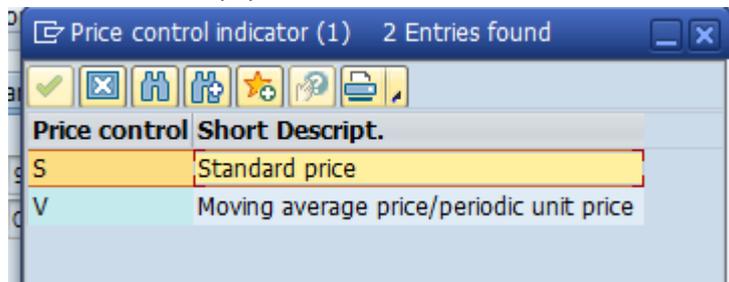
Purchasing value key		Shipping Instr.	
1st Reminder/Exped.	0 days	Underdel. Tolerance	0.0 percent
2nd Reminder/Exped.	0 days	Overdelv. Tolerance	0.0 percent
3rd Reminder/Exped.	0 days	Min. Del. Qty in %	0.0 percent
StdValueDelvDateVar	0 days	<input type="checkbox"/> Unltd Overdelivery	<input type="checkbox"/> Acknowledgment Reqd

Other data / manufacturer data

→ Then press enter

→ In accounting View enter the

- 1) Valuation class
- 2) Price Control (V)



3) Enter the **Moving Price** of material

The screenshot shows the SAP "Create Material" transaction for material 9098. The material description is "Optics Diffuser" and the plant is "CPMG". The "Current valuation" section is highlighted, showing the following data:

Current valuation	
Valuation Class	3000
VC: Sales order stk	
Price control	V
Moving price	100.0
Total Stock	0
Proj. stk val. class	
Price Unit	1
Standard price	
Total Value	0.0
Future price	
Previous price	0.0
Valid from	
Last price change	

Buttons at the bottom include "Previous period/year" and "Std cost estimate".

→ Then press enter

**Material 9098 created**

## Step: -2

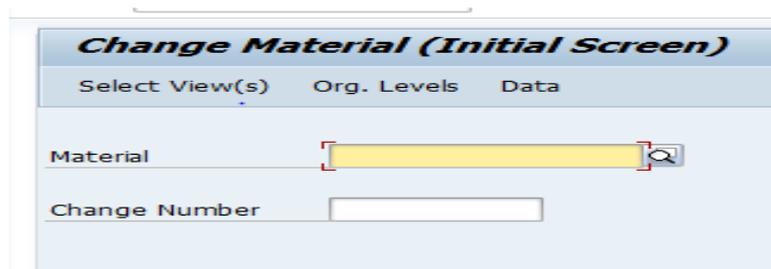
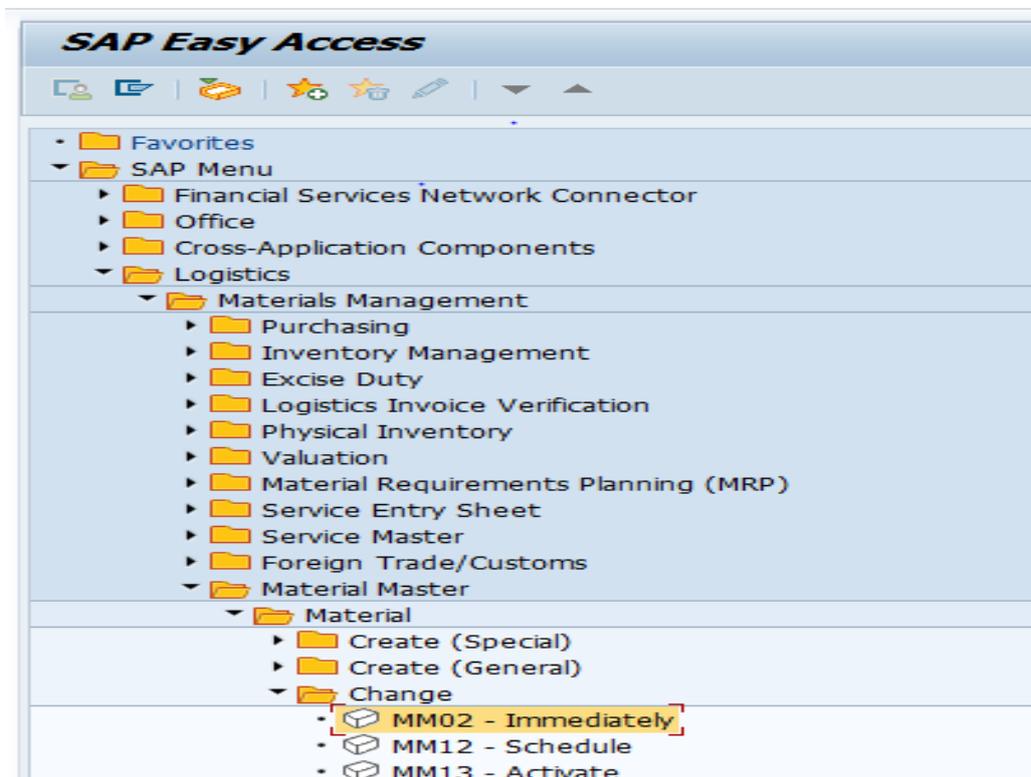
For **Change** in anything in material description use the

**T-Code: - MM02**

### Path to Change Material master

SAP Menu -> Logistics-> Materials Management-> Material Master

->Material-> Change -> MM02 - Immediately



- Enter the material no. you want to changes
- Select the basic views for display
- Enter the Plant & Storage location
- Then press enter.
- Do changes
- Save

### Step: -3

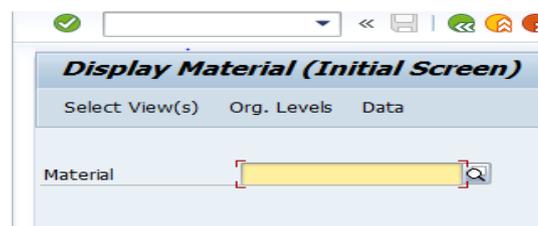
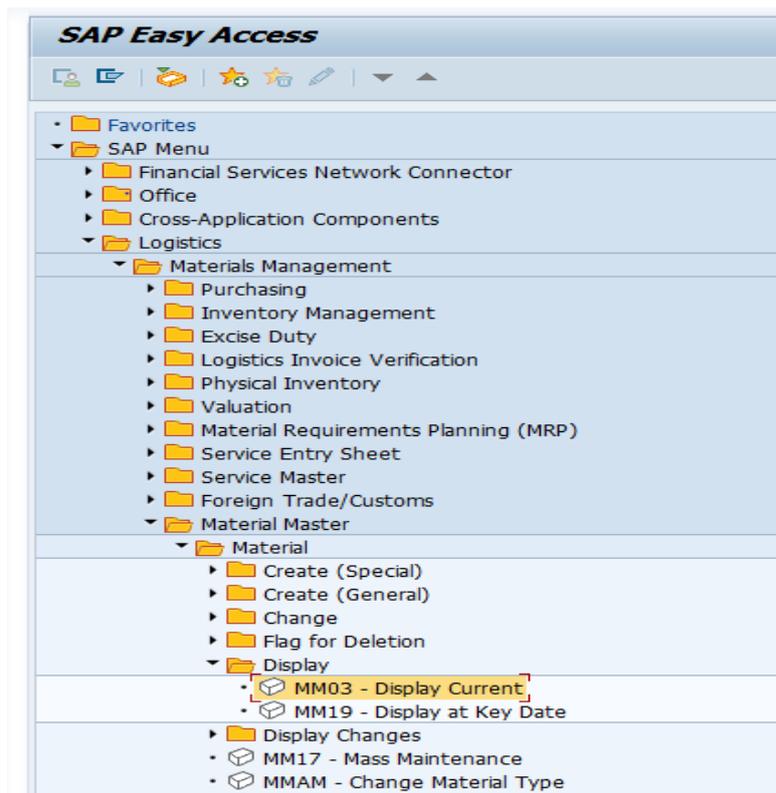
For **Display** the material.

**T-Code: - MM03**

### Path to Display Material master

SAP Menu -> Logistics-> Materials Management-> Material Master

->Material-> Display -> MM03 - Display Current



- ➔ Enter the material no. you want to display & press enter.
- ➔ Select the basic views for display
- ➔ Enter the Plant & Storage location
- ➔ Then press enter.



## Procure to Pay Cycle – 2

### Vendor Master

After the creation of Material Master, we need to create the Vendor/supplier master data for purchasing transaction.

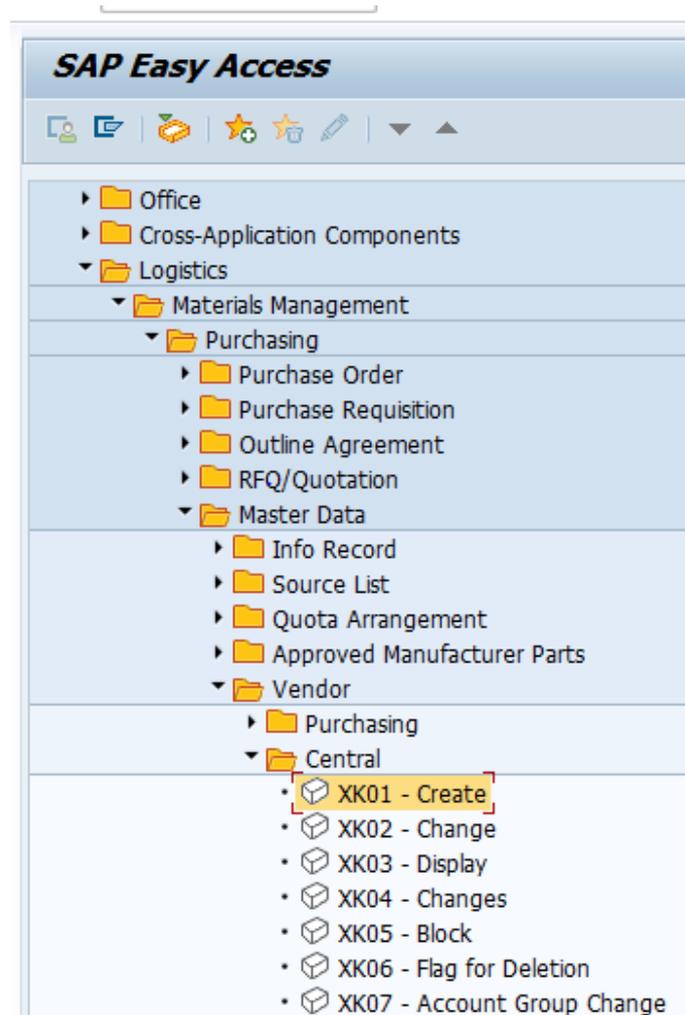
#### List of T-Code for Creating any Vendor Master

- 1) **XK01**: - For **Creating** Vendor Centrally
- 2) **XK02**: - For **Change** in Vendor Data
- 3) **XK03**: - For **Display** the Vendor

#### Step: - 1

##### Path to Create Vendor Master :-

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data ->Vendor ->Central ->**XK01 ->Create**



→ We can directly put the **T-Code** in Command field. Below screen open

**Create Vendor: Initial Screen**

Vendor	<input type="text"/>
Company Code	<input type="text"/>
PurchasingOrganization	<input type="text"/>
Account group	<input type="text"/>

Reference

Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>

For Creating any vendor, you need to enter the below details.

- 1) **Company Code**
- 2) **Purchasing Organization** (this is org for which we creating vendor)
- 3) **Account Group** (this the group of similar vendor)

**Create Vendor: Initial Screen**

Vendor	<input type="text"/>
Company Code	5300
PurchasingOrganization	cp00
Account group	2900 <input type="text"/>

Reference

Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>

→ Then press enter. Below screen open.

➔ Enter the required details as below.

- 1) Name
- 2) Street address
- 3) Country & Region

### Create Vendor: Address

Vendor

  Preview   Internat. versions

**Name**

Title

Name  

**Search Terms**

Search term 1/2

**Street Address**

Street/House number

Postal Code/City

Country  India Region  Maharashtra

Time zone  

**PO Box Address**

PO Box

Postal code  

**Communication**

Language   Other communication...

Telephone  Extension  

➔ Press enter

### Create Vendor: Accounting information Accounting

Vendor  Test Vendor for Vendor Master - 01  
 Company Code  Training Company

**Accounting information**

Recon. account	<input type="text" value="160000"/>	Sort key	<input type="text"/>
Head office	<input type="text"/>	Subsidy indic.	<input type="text"/>
Authorization	<input type="text"/>	Cash mgmnt group	<input type="text"/>
Minority indic.	<input type="text"/>	Release group	<input type="text"/>
CIU Code	<input type="text"/>	Certificatn date	<input type="text"/>

**Interest calculation**

Interest indic.	<input type="text"/>	Last key date	<input type="text"/>
Interest cycle	<input type="text"/>	Last interest run	<input type="text"/>

**Withholding tax**

W. Tax Code	<input type="text"/>	Exemption number	<input type="text"/>
WH Tax Country	<input type="text"/>	Valid until	<input type="text"/>
Recipient type	<input type="text"/>	Exmpt.authority	<input type="text"/>

**Reference data**

Prev.acct no.	<input type="text"/>	Personnel number	<input type="text"/>
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**Default data for tax reports**

Activity Code	<input type="text"/>	Distr. Type	<input type="text"/>
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- ➔ Enter the Reconciliation Account in accounting information as per business requirement.
- ➔ Then press enter.

**Create Vendor: Purchasing data**

Vendor  Test Vendor for Vendor Master - 01  
Purchasing Org.  Pratice\_MM\_MS

**Conditions**

Order currency  Indian Rupee  
Terms of paymnt   
Incoterms   
Minimum order value   
Schema Group, Vendor  Standard procedure vendor  
Pricing Date Control  No Control  
Order optim.rest.

**Sales data**

Salesperson   
Telephone   
Acc. with vendor

**Control data**

GR-Based Inv. Verif.      ABC indicator        RMA Required  
 AutoEvalGRSetmt Del.      ModeOfTrnsprt-Border   
 AutoEvalGRSetmt Ret      Office of entry   
 Acknowledgment Reqd      Sort criterion       By VSR sequence number  
 Automatic purchase order      PROACT control prof.   
 Subsequent settlement       Revaluation allowed  
 Subsequent settlement indicator       Credit discount is kind

- ➔ Enter the Order currency as per country.
- ➔ Enter the terms of payment as per vendor required.
- ➔ Then press enter & Save the data.

Vendor **4000002912** has been created for company code 5300 purchasing organization CP00

## Step: - 2

### Path to Change Vendor Master: -

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data ->Vendor ->Central -> **XK02 – Change**

**Change Vendor: Initial Screen**

Vendor	4000002912	Test Vendor for Vendor Master - 01
Company Code	5300	Training Company
Purch. Organization	CP00	Pratice_MM_MS

**General data**

Address  
 Control  
 Payment transactions  
 Contact Persons

**Company code data**

Accounting info  
 Payment transactions  
 Correspondence  
 Withholding tax

**Purchasing organization data**

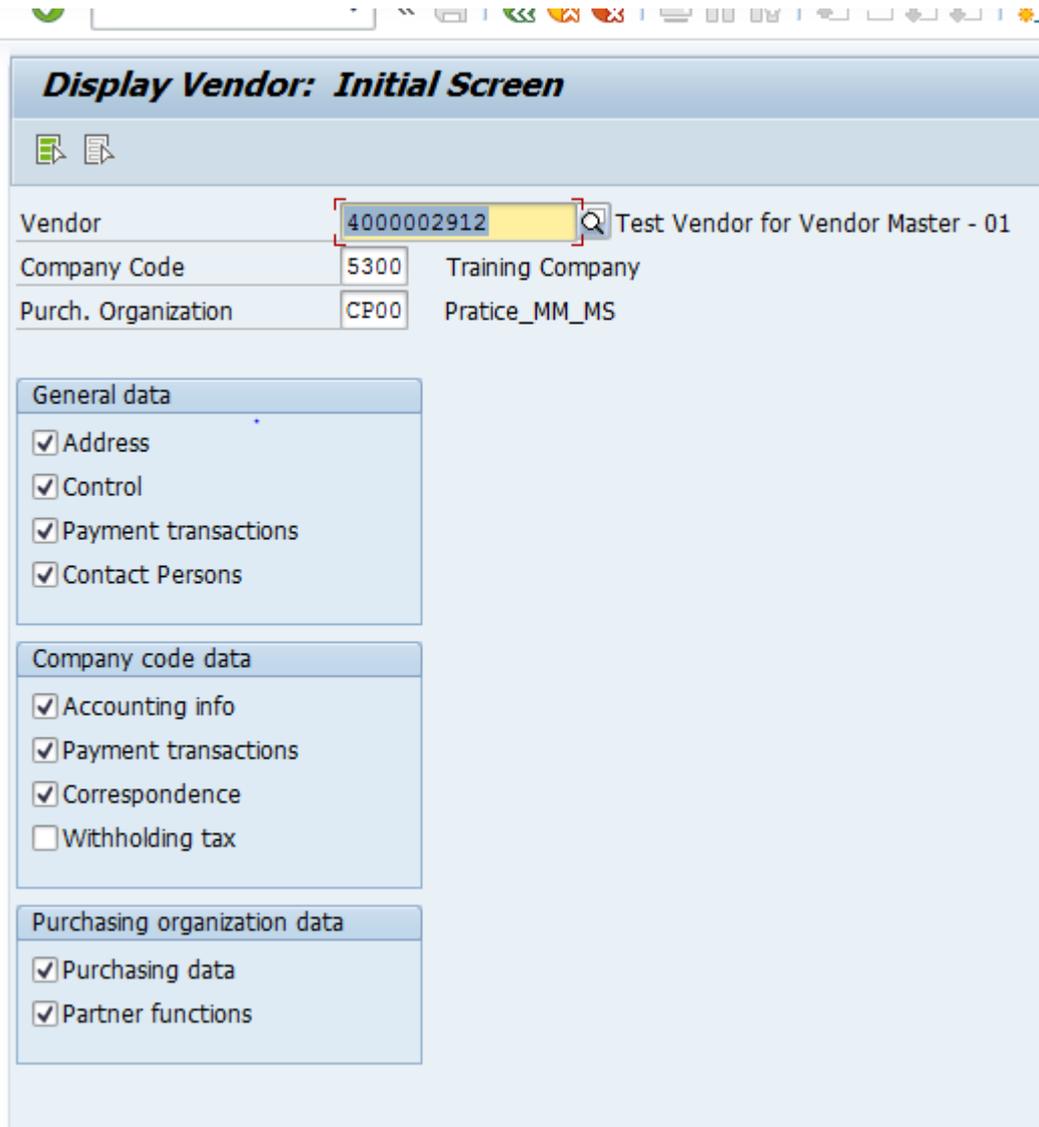
Purchasing data  
 Partner functions

- ➔ For change the vendor enter the Vendor No.
- ➔ Select the view
- ➔ Press enter
- ➔ Do changes & Save.

### Step: - 3

#### Path to Display Vendor Master :-

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data ->Vendor ->Central -> **XK03 – Display**



The screenshot shows the SAP 'Display Vendor: Initial Screen'. At the top, the title bar reads 'Display Vendor: Initial Screen'. Below the title bar, there are two icons: a green document icon and a white document icon. The main area contains a search bar with the vendor code '4000002912' entered, followed by a magnifying glass icon and the text 'Test Vendor for Vendor Master - 01'. Below the search bar, there are three input fields: 'Company Code' with the value '5300' and the text 'Training Company' to its right; 'Purch. Organization' with the value 'CP00' and the text 'Pratice\_MM\_MS' to its right. Below these fields, there are three expandable sections: 'General data' with four checked items (Address, Control, Payment transactions, Contact Persons); 'Company code data' with four items (Accounting info, Payment transactions, Correspondence, Withholding tax), where 'Withholding tax' is unchecked; and 'Purchasing organization data' with two checked items (Purchasing data, Partner functions).

- ➔ Enter the vendor code
- ➔ Company Code
- ➔ Purchasing Organization
- ➔ Press enter. Vendor will display.

Tip: - For checking the list of vendor for specific **Pur. Org. or Account group** we use the **T-Code: - MKVZ (List Displays)**

**List of Vendors: Purchasing**

Vendor  to

Purchasing organization  to

Search term  to

Account group  to

- ➔ By entering the **Pur. Org** or **Account group** press enter
- ➔ Total list of vendor opens for that **Pur. Org**.

**List of Vendors: Purchasing**

Purchasing Central Vendor Sustainability Record

Name of vendor	Street	Cty	Post.Code	Cty	Group	Search term	B	BF	DeF	One-time	P	Org	Description	PayT	IncoT	Inco. 2	B	D	Min. value	Crcy	Salespers.	Telephone	P	Org	#	Number
<b>Vendor 4000002910</b>																										
MH Steel & Company		IN			2900								CP00 Prabce_MM_MS 0001						0.0	INR						1
<b>Vendor 4000002911</b>																										
Bharat Marketing	Bajaj Nagar	IN	431114	Indor	2900	BM							CP00 Prabce_MM_MS NT30						0.0	INR						1
<b>Vendor 4000002912</b>																										
Test Vendor for Vendor Master - 01	Sai Park MIDC Aurangabad	IN	431136		2900								CP00 Prabce_MM_MS 0001						0.0	INR						1

## Purchase Info Record (PIR)

Purchase info record is the combination of **Material & Vendor/ Supplier**.

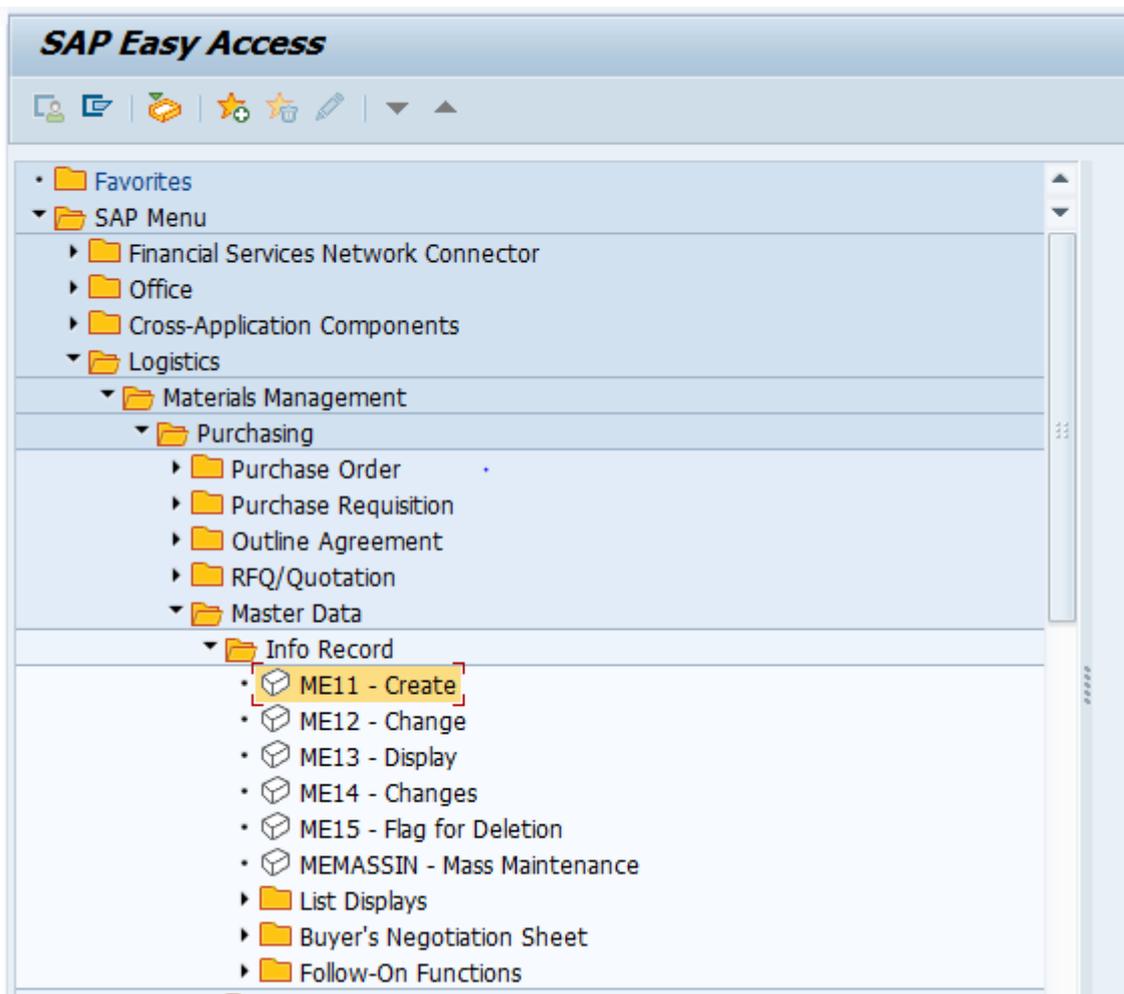
After the creation of vendor/supplier we need to create the PIR for purchasing transaction.

### List of T-Code for Creating any Purchase Info Record

- 1) **ME11**: - For **Creating** PIR
- 2) **ME12**: - For **Change** in PIR
- 3) **ME13**: - For **Display** in PIR

### Path to Create Purchase info record :-

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data -> Info Record-> **ME11 – Create**



➔ We can directly put the **T-Code** in Command field. Below screen open

**Create Info Record: Initial Screen**

Vendor	<input type="text"/>
Material	<input type="text"/>
Purchasing Org.	<input type="text"/>
Plant	<input type="text"/>
Info Record	<input type="text"/>

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

➔ Enter the Vendor No

➔ Material No.

➔ Purchasing Org.

➔ Plant

Keep info category as **Standard**

**Create Info Record: Initial Screen**

Vendor	4000002912
Material	9098
Purchasing Org.	CP00
Plant	cpmg
Info Record	<input type="text"/>

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

➔ Press enter

**Create Info Record: General Data**

Purch. Org. Data 1    Texts

Info Record		<b>Vendor &amp; Material Info Record</b>
Vendor	4000002912	Test Vendor for Vendor Master - 01
Material	9098	Optics Diffuser
Material Group	004	Chemicals

Vendor Data	Origin Data
1st Rem./Exped. <input type="text"/> Days	Certif. Cat. <input type="text"/>
2nd Rem./Exped. <input type="text"/> Days	Certificate <input type="text"/>
3rd Rem./Exped. <input type="text"/> Days	Valid to <input type="text"/>
Vendor Mat. No. <input type="text"/>	Ctry of Origin <input type="text" value="IN"/>
Vendor Subrange <input type="text"/>	Region <input type="text" value="13"/>
VSR Sort No. <input type="text"/>	Number <input type="text"/>
Vendor Mat. Grp <input type="text"/>	Manufacturer <input type="text"/>
Points <input type="text"/> / 1 EA	
Salesperson <input type="text"/>	
Telephone <input type="text" value="7744918923"/>	
Return Agmt <input type="checkbox"/>	
Prior Vendor <input type="text"/>	

Supply Option
Available from <input type="text"/>
Available to <input type="text"/>
<input type="checkbox"/> Regular Vendor

Purchase Order Unit of Measure
Order Unit <input type="text" value="EA"/>
Conversion <input type="text" value="1"/> EA <-> <input type="text" value="1"/> EA
Var. Order Unit <input type="checkbox"/> Not active

➔ Press enter

Purchasing info record **882300103** CP00 CPMG created

### Path to Change Purchase info record: -

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data -> Info Record-> **ME12 – Change**

### Path to Change Purchase info record: -

SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data -> Info Record-> **ME13 - Display**

## Source List

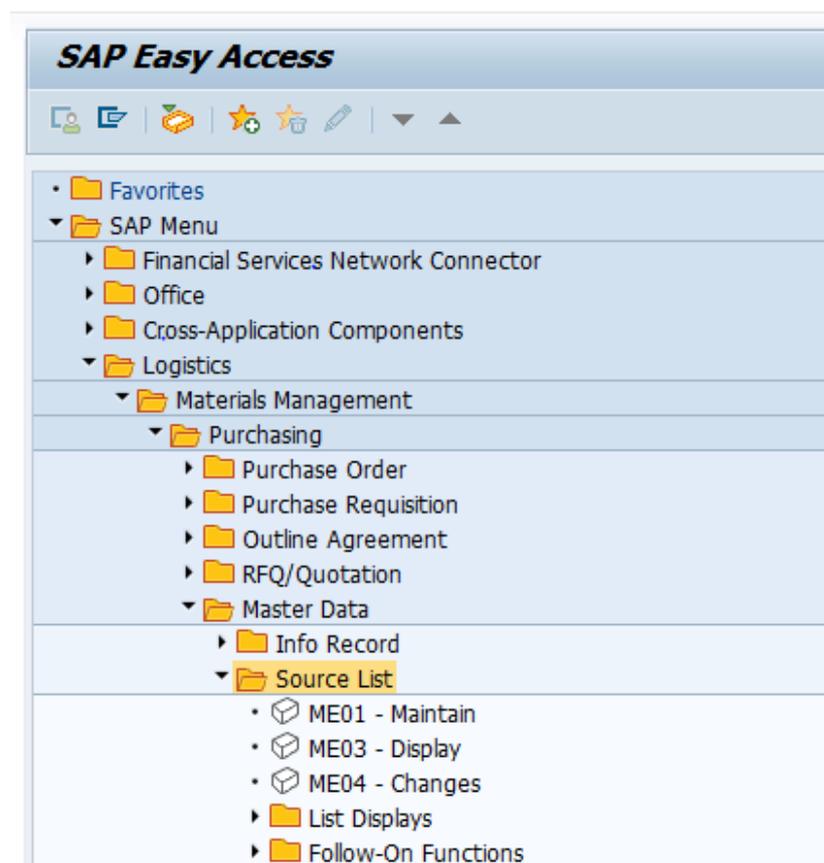
After creating the PIR we need to maintain the source list for the specific list of vendor for purchasing in plant. By Using **T-Code: - ME01**

### List of T-Code for Maintain Source List

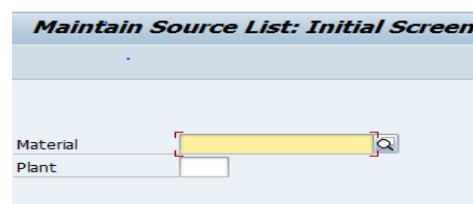
- 1) ME01 – Maintain
- 2) ME03 – Display
- 3) ME04 – Changes

### Path to Maintain Source List :-

- 1) SAP Menu-> Logistics -> Materials Management-> Purchasing ->Master Data -> Source List -> **ME01 – Maintain**



➔ We can directly put the **T-Code** in Command field. Below screen open



➔ By entering **Plant & Material**

➔ Enter the date & Vendor code & P.org.

Source List Edit Goto Extras Environment System Help

✓ [Dropdown] << [Save] [Undo] [Redo] [Print] [Refresh] [Home] [Back] [Forward] [Help] [Monitor]

### Maintain Source List: Overview Screen

[Icons]

Material: 9098 Optics Diffuser  
Plant: CPMG Training Plant MM - 01

Source List Records

Valid from	Valid to	Vendor	POrg	PPI	OUn	Agmt	Item	Central Co...	Cent. Con...	Fix	Blk	M...	MRP Area
12.10.2022	12.10.2023	4000002912	CP00							<input checked="" type="checkbox"/>	<input type="checkbox"/>		
										<input type="checkbox"/>	<input type="checkbox"/>		
										<input type="checkbox"/>	<input type="checkbox"/>		

→ Click On Save.

→ Source list maintain.

## Transaction

### 1)Purchase Requisition

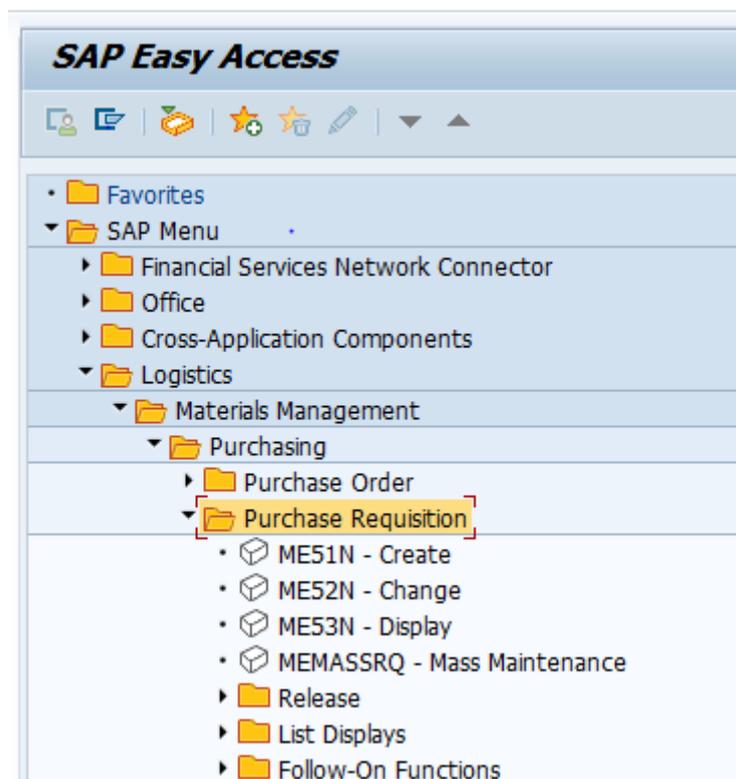
Purchase requisition is the first document which confirm the requirement of material from the requisitioner.

#### List of T-Code for Creating Purchase Requisition

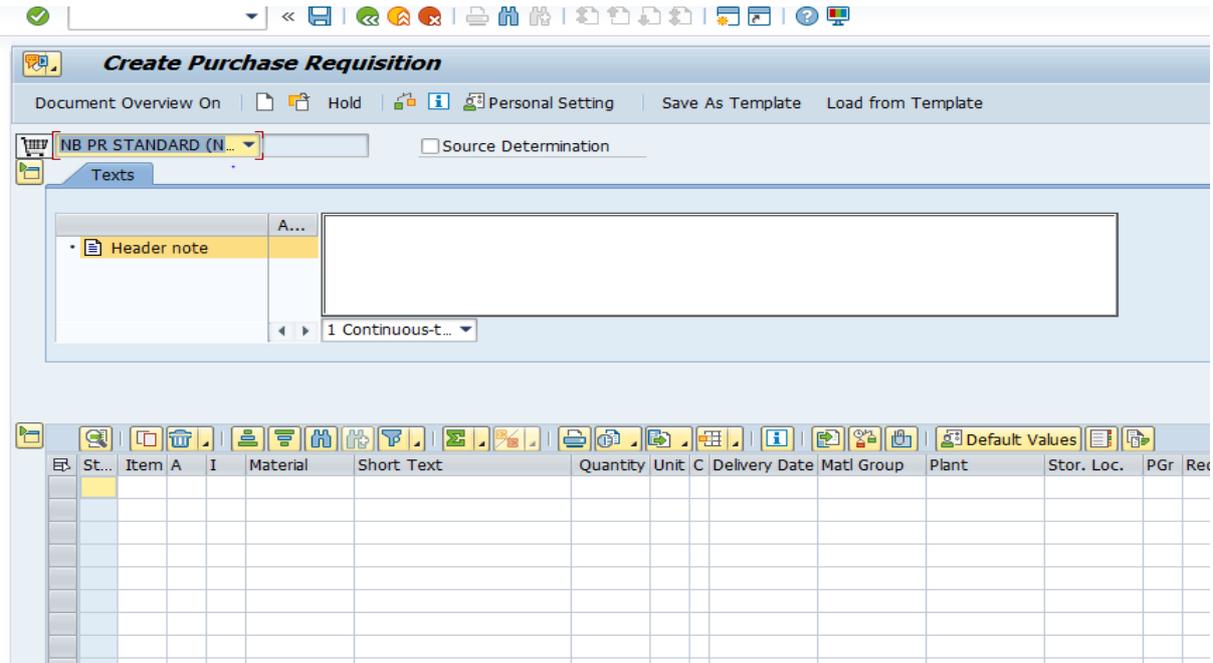
- 1) **ME51N** – **Create** Purchase Requisition
- 2) **ME52N** – **Change** Purchase Requisition
- 3) **ME53N** – **Display** Purchase Requisition

#### Path to Create Purchase Requisition

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Requisition -> **ME51N - Create**



➔ We can directly put the **T-Code** in Command field. Below screen open



➔ **Enter the required details.**

- 1) Enter the document type NB – PR Standard doc type
- 2) Enter the Material no, Quantity, Plant, Storage Location, Pur.Group
- 3) Click on Check
- 4) Save

**Purchase requisition number 0010000062 created**

**Path to Change Purchase Requisition: -**

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Requisition -> **ME52N - Change**

**Path to Display Purchase Requisition: -**

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Requisition -> **ME53N – Display**

**TIP: -** For List Display of Purchase Requisition we can use the **T-Code: - ME5A**

## Path to Display List of Purchase Requisition: -

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Requisition -> List Displays-> **ME5A – General**

- 1) Enter the Pur.Group
- 2) Scope of List
- 3) Plant

**List Display of Purchase Requisitions**

Purchase requisition	<input type="text"/>	to	<input type="text"/>	
Purchasing group	CP0	to	<input type="text"/>	
Material	<input type="text"/>	to	<input type="text"/>	
Material group	<input type="text"/>	to	<input type="text"/>	
Requirement tracking number	<input type="text"/>	to	<input type="text"/>	
Document Incomplete	<input type="checkbox"/>	to	<input type="checkbox"/>	
Scope of List	A			
Plant	CPMG	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	
Delivery Date	<input type="text"/>	to	<input type="text"/>	
Release Date	<input type="text"/>	to	<input type="text"/>	
Materials Planner/Controller	<input type="text"/>	to	<input type="text"/>	
Processing Status	<input type="text"/>	to	<input type="text"/>	
Fixed Vendor	<input type="text"/>	to	<input type="text"/>	
PReq. processing state	<input type="text"/>	to	<input type="text"/>	
Blocking indicator	<input type="text"/>	to	<input type="text"/>	
Requisitioner	<input type="text"/>			
Short Text	<input type="text"/>			
Sort Indicator	1			

→ Execute. List of open PR will be display for specific plant.

**List Display of Purchase Requisitions**

Assignments Services

Material	Short Text	PGp	Mat. Grp
Requisn Item	Requested Qty Un Deliv. Date Requester		Plnt SLoc
S C R OTy. I A	Ordered Qty Un Release Date Trackg No.		SP1. MC
<input type="checkbox"/> 9101	Consumption Based Planning Test - 20	CP0	004
10000571 00010	500 EA D 14.10.2022 MRP Controll		CPMG
N B NB	08.10.2022		CP0
Fixed Vendor	4000002910 MH Steel & Company	Purch. Org. CP00	
<input type="checkbox"/> 9322	Material Req. Plan Test -01	CP0	004
10000590 00010	1,000 EA D 13.10.2022 NEWMM86		CPMG
B U NB	500 EA 10.10.2022		CP0
Fixed Vendor	4000002910 MH Steel & Company	Purch. Org. CP00	
Last PO	34990034 00010 dtd 13.10.2022		

## 2) Purchase Order

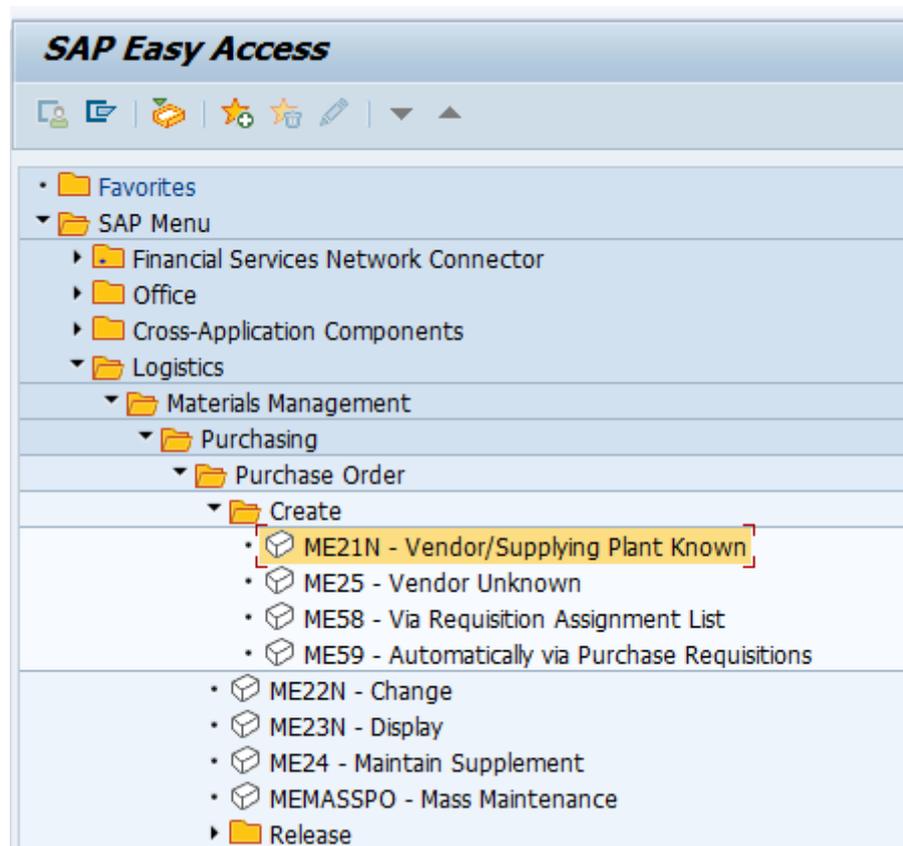
Purchase order is the final confirmation from any organization for the order of any required goods. It's also confirms the vendor to supply the goods at condition maintain in PO.

### List of T-Code for Creating Purchase Requisition

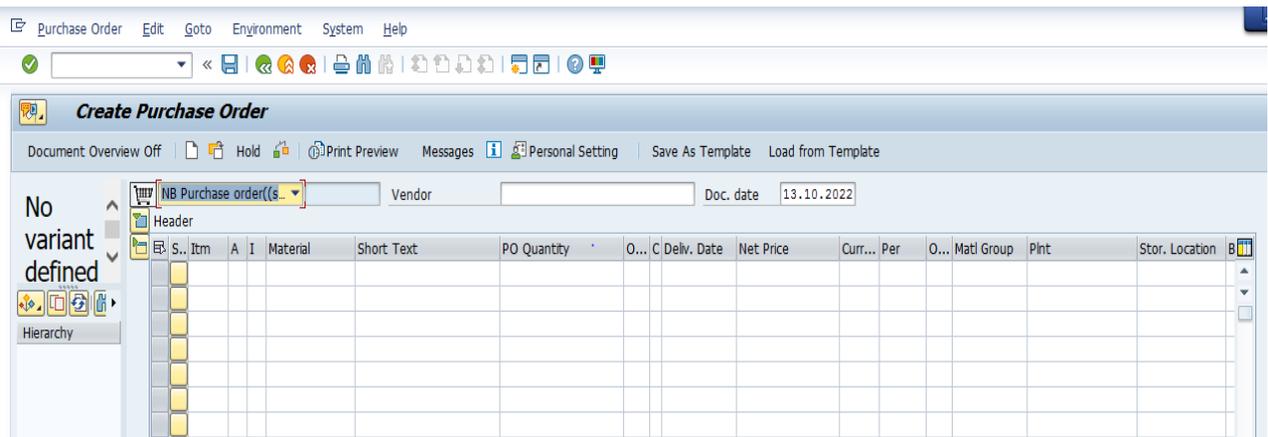
- 1) **ME21N**: - Vendor/Supplying Plant Known
- 2) **ME22N**: - Change
- 3) **ME23N**: - Display

### Path to Create Standard Purchase Order:-

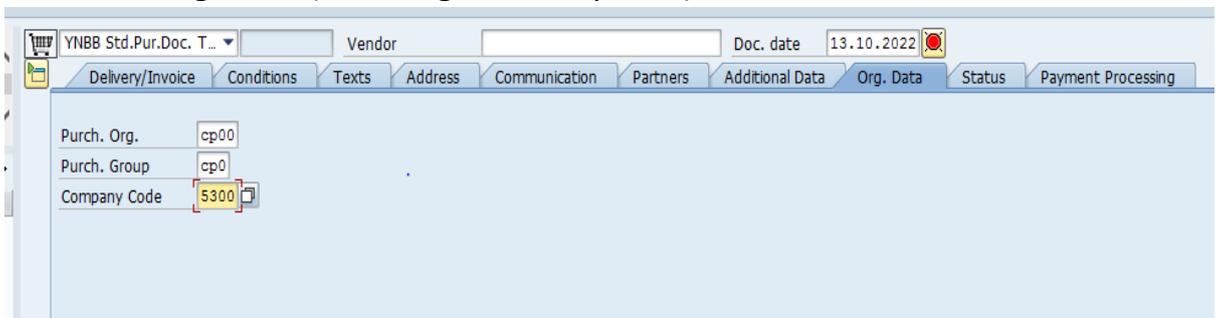
SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Order-> Create-> **ME21N - Vendor/Supplying Plant Known**



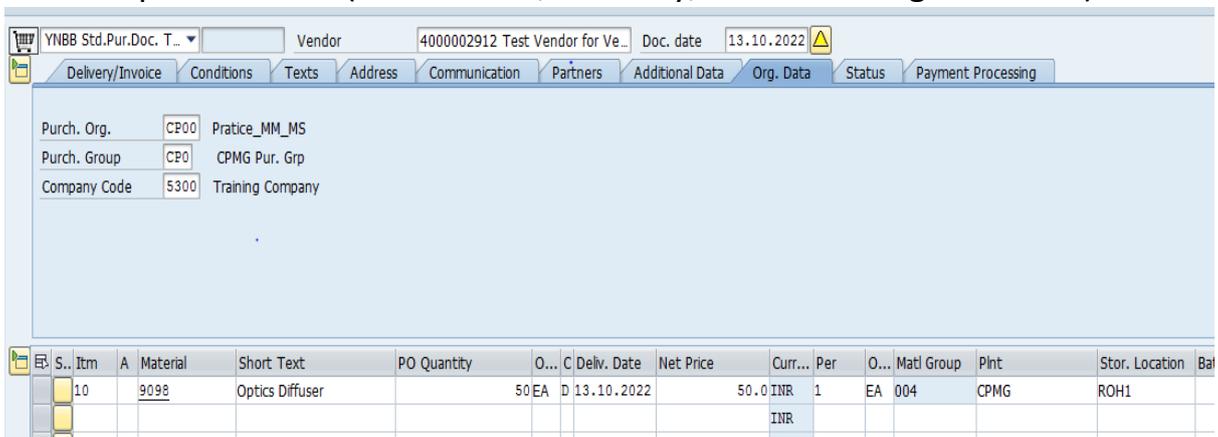
➔ We can directly put the **T-Code** in Command field. Below screen open



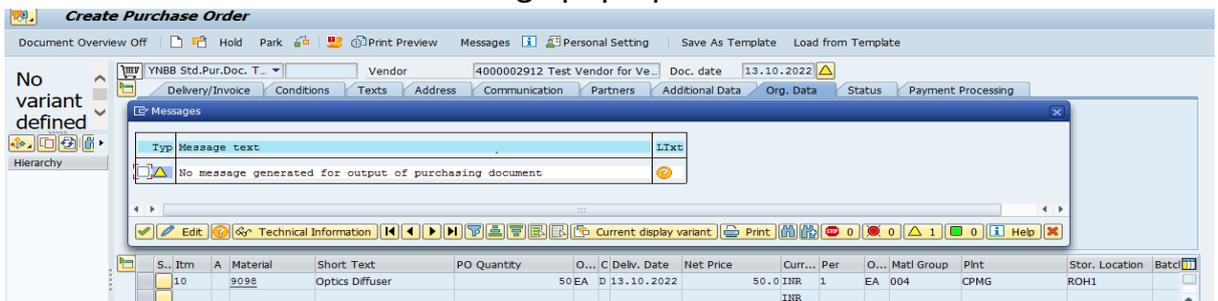
- ➔ Select the document type YNBB customized doc. type
- ➔ Enter the Org. Data ( Pur. Org / Pur. Grp / CC)



- ➔ Enter required details (Material No, Quantity, Plant & Storage Location)



- ➔ Then click on check. Below message pop-up.



- ➔ Click on Save PO
- ➔ Purchase order -NB created under the number 4500026690

## Path to Change Standard Purchase Order :-

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Order-> **ME22N – Change**

## Path to Display Standard Purchase Order: -

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Order-> **ME23N – Display**

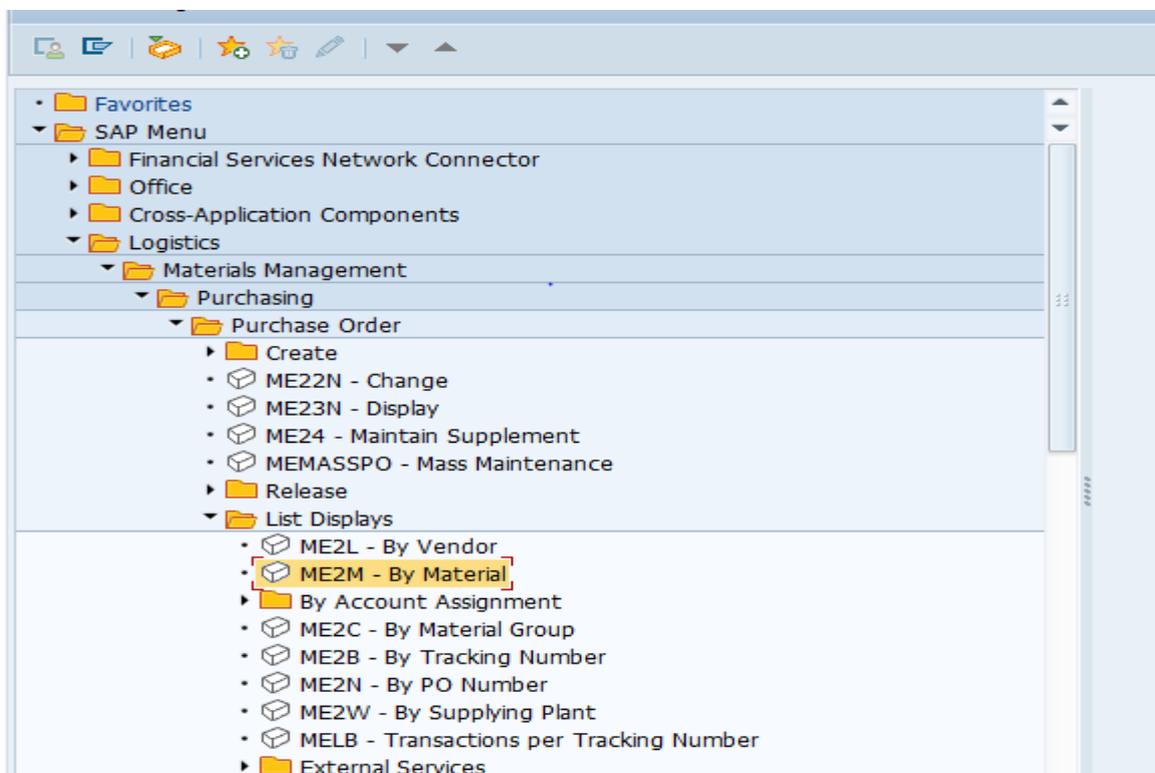
**Tip: -** For List Display of Purchase Order we can use the **T-Code: - ME2M & ME2L**

## Path to Display List of Purchase Order: -

SAP Menu-> Logistics -> Materials Management -> Purchasing -> Purchase Order-> List Displays-> **ME2L - By Vendor / ME2M - By Material**

**By using ME2L: -** We can check the PO by Vendor Wise

**By using ME2LM: -** We can check the PO by Material Wise



By entering **Plant Code & Scope of list** we can check the PO in that specific Plant.

**Purchasing Documents for Material**

Choose...

Material: [ ] to [ ]

Plant: CPMG to [ ]

Purchasing Organization: [ ] to [ ]

Scope of List: ALLES\_ALV

Selection Parameters: [ ] to [ ]

Document Type: [ ] to [ ]

Purchasing Group: [ ] to [ ]

Document Incomplete: [ ] to [ ]

Item Category: [ ] to [ ]

Account Assignment Category: [ ] to [ ]

Delivery Date: [ ] to [ ]

Validity Key Date: [ ]

Range of Coverage to: [ ]

➔ Execute below list of PO open.

**Purchasing Documents for Material**

Item	Type	Cat	PGr	POH	Doc.	Date	Vendor/supplying plant	Matl Group	D	I	A	Plant	S	Loc	Quantity	OU	Quantity	SKU	Net price	Crcy	Per	Quantity	OpenTgtQty	To be del.	To be del.	To be inv.
<b>Material 8938 Evaluated Receipt Settleement Test- 01</b>																										
Purchasing Document 4500026612																										
10	NB	F	CP0			11.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		50	EA	50	EA	50.0	INR	1	0	0	0	0.0	0
<b>Material 9098 Optics Diffuser</b>																										
Purchasing Document 4500026686																										
10	NB	F	CP0			14.10.2022	4000002912 Test Vendor for Vendor Master - 01	004				CPMG	ROH1		100	EA	100	EA	100.0	INR	1	0	0	100	10,000.0	100
<b>Material 9101 Consumption Based Planning Test - 20</b>																										
Purchasing Document 4500026465																										
10	NB	F	CP0			07.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		500	EA	500	EA	100.0	INR	1	0	0	0	0.0	500
<b>Material 9322 Material Req. Plan Test -01</b>																										
Purchasing Document 34990034																										
10	NB	F	CP0			13.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		500	EA	500	EA	100.0	INR	1	0	0	500	50,000.0	500
<b>Material 9323 Vendor Consignment Process - 01</b>																										
Purchasing Document 4500026514																										
10	NB	F	CP0			09.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		1,000	EA	1,000	EA	0.0	INR	1	0	0	0	0.0	0
<b>Material 9323 Vendor Consignment Process - 01</b>																										
Purchasing Document 4500026516																										
10	NB	F	HK1			09.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		50	EA	50	EA	0.0	INR	1	0	0	0	0.0	0
<b>Material 9323 Vendor Consignment Process - 01</b>																										
Purchasing Document 4500026527																										
10	NB	F	CP0			09.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		100	EA	100	EA	10.0	INR	1	0	0	0	0.0	100
<b>Material 9323 Vendor Consignment Process - 01</b>																										
Purchasing Document 4500026541																										
10	NB	F	CP0			10.10.2022	4000002910 MH Steel & Company	004				CPMG	ROH1		10	EA	10	EA	10.0	INR	1	0	0	5	50.0	10
<b>Material 9446 Vendor Return Delivery Test - 01</b>																										
Purchasing Document 4500026542																										





## Procure to Pay Cycle Part -03

### 3) Goods Receipt Note (GRN)

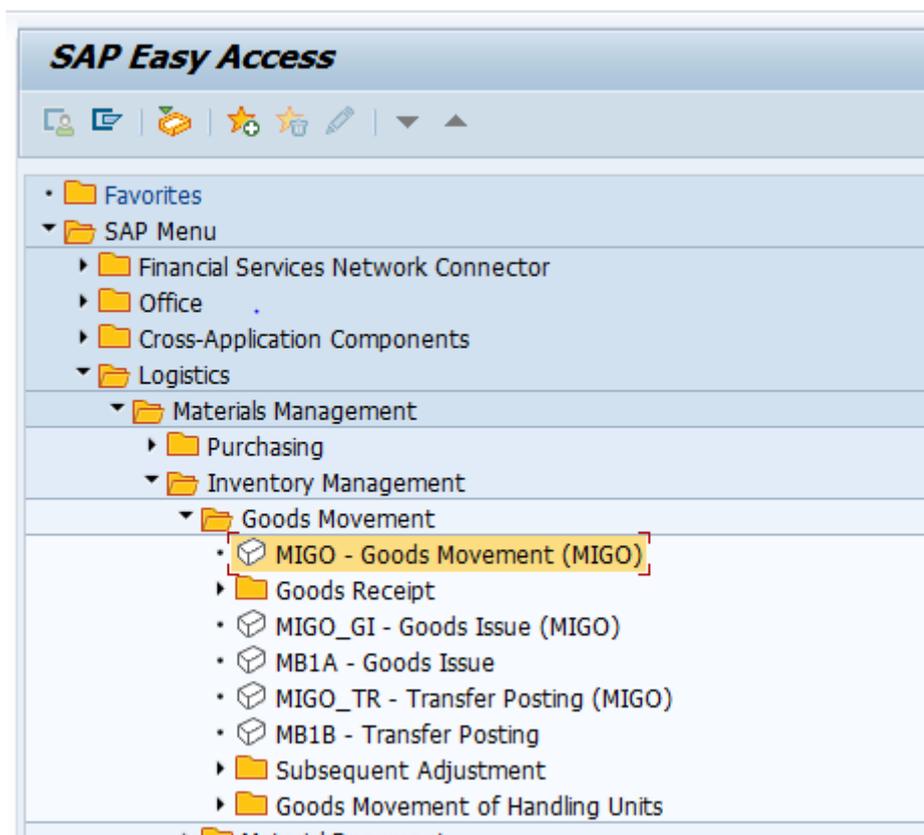
GRN is the receipt of **goods received or goods delivered** by vendor in company premises it will increase the inventory of plant as we are adding the stock. GRN is a part of **inventory management**.

#### List of T-Code for Goods Receipt Note

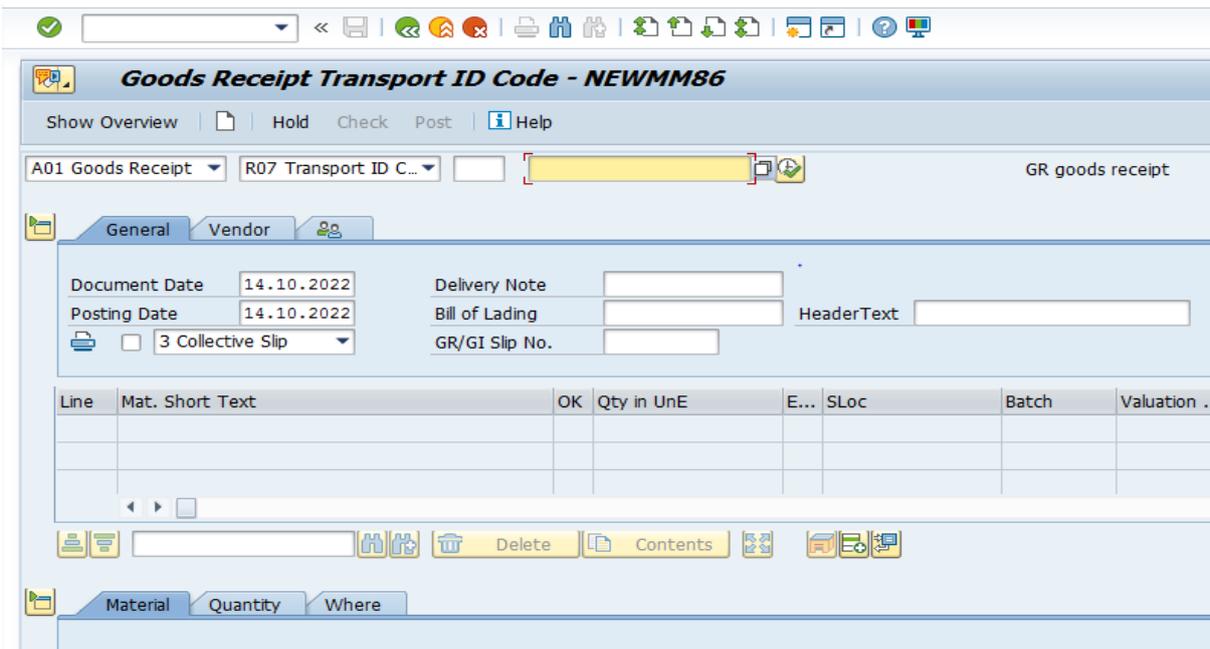
##### 1) GRN: - MIGO - Goods Movement

#### Path to Create Goods Receipt Note: -

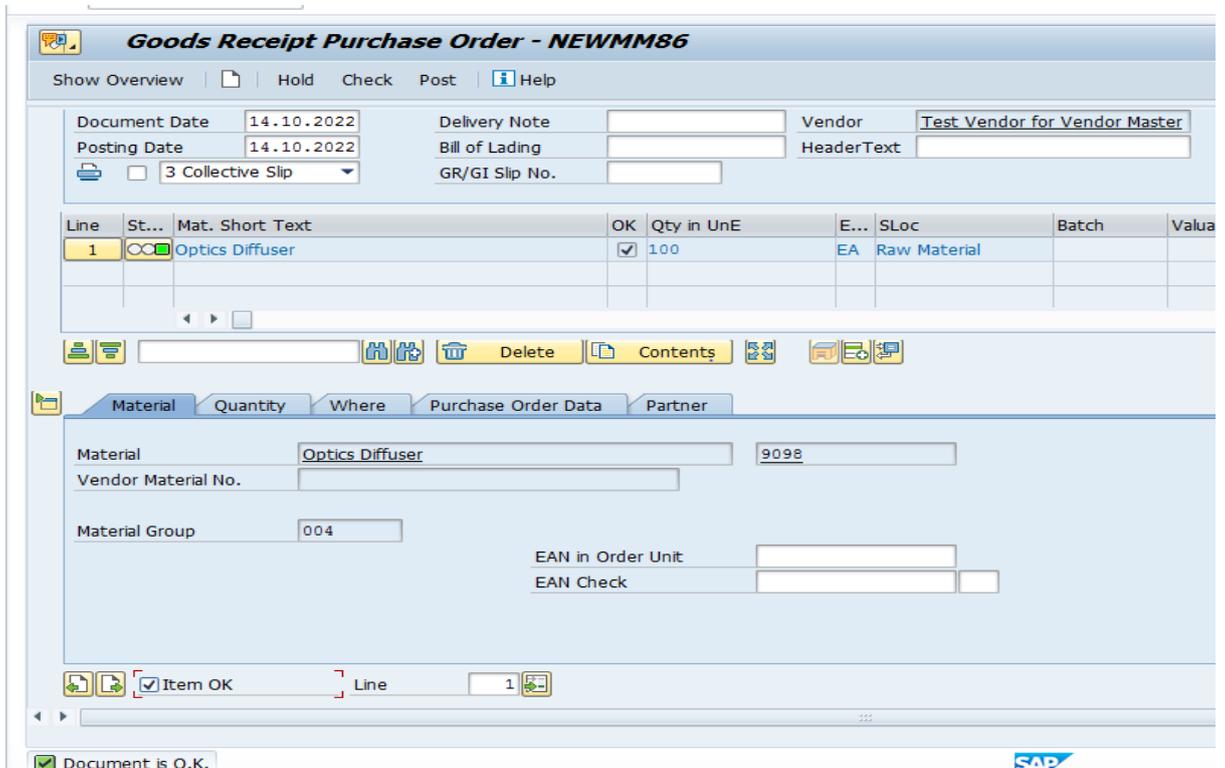
SAP Menu-> Logistics -> Materials Management-> Inventory Management -> Goods Movement -> **MIGO - Goods Movement (MIGO)**



➔ We can directly put the **T-Code** in Command field. Below screen open

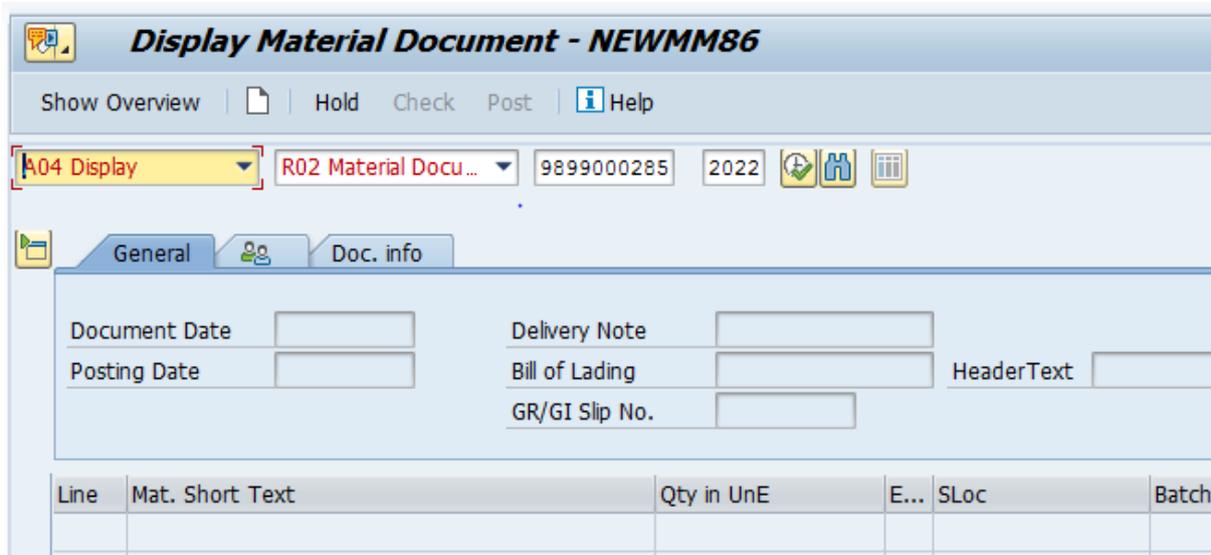


- ➔ Enter the purchase Order for which you want do GRN then press enter
- ➔ It will fetch the all data from PO (material, plant, storage location, rate, vendor)
- ➔ Then tick item as Ok
- ➔ Then click on check

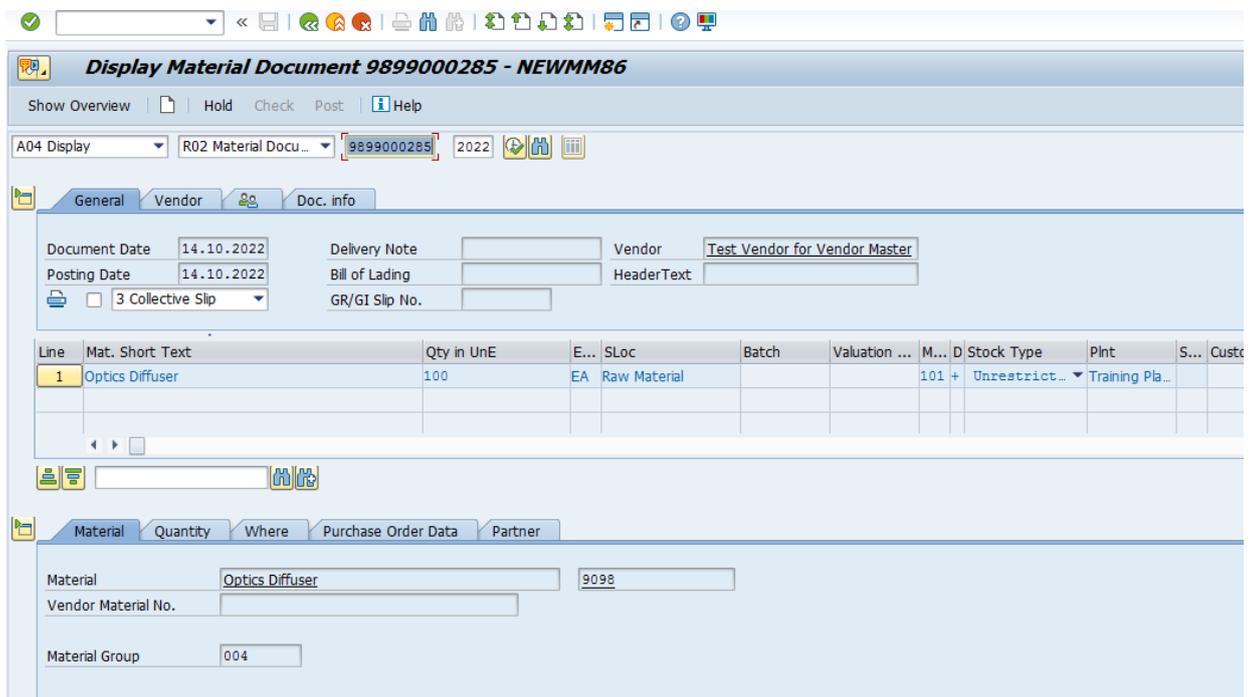


- ➔ System gives message Document is Ok
- ➔ Then click on Save
- ➔ **Material document 9899000285 posted**

For Display the material document in MIGO select the Display option & it will show you the latest entries or you can view the any other by entering document number.



➔ Press enter it will show you all the details related to that material document.



**Tip: -** For List Display of material document we can use the T-Code: - MB51

## Path to Display List of Material Document: -

SAP Menu-> Logistics -> Materials Management-> Inventory Management -> Environment -> List Displays-> **MB51 - Material Documents**

The screenshot shows the SAP MB51 'Material Document List' interface. It is divided into several sections: 'Item Data', 'Header Data', 'Display Options', and 'Data Source'. The 'Item Data' section contains fields for Material, Plant, Storage Location, Batch, Vendor, Customer, Movement Type, Special Stock, Sales Order, and Sales order item, each with a 'to' field and a search icon. The 'Header Data' section contains fields for Posting Date, User name, Trans./Event Type, and Reference, also with 'to' fields and search icons. The 'Display Options' section has radio buttons for 'Hierarchy List' (selected) and 'Flat List', and a 'Layout' field. The 'Data Source' section has a checked checkbox for 'Database'.

- ➔ We can directly put the **T-Code** in Command field. Below screen open
- ➔ By entering Plant, Specific movement type & Posting date

This screenshot shows the same SAP MB51 'Material Document List' interface, but with some fields filled in. In the 'Item Data' section, the 'Plant' field contains 'CPMG' and the 'Movement Type' field contains '101'. In the 'Header Data' section, the 'Posting Date' field is filled with '22.08.2022' and the 'to' field is filled with '14.10.2022'. The 'Display Options' section remains the same with 'Hierarchy List' selected.

➔ Execute we get all the list of material document with as per movement enter.

<b>Material Document List</b>						
Material	Material Description				Plnt Name 1	
SLoc MvT S Mat. Doc.	Item	Pstng Date	Quantity in UnE EUn			
8938	Evaluated Receipt Settelement Test- 01				CPMG Training Plant MM - 01	
ROH1 101	9899000224	1 11.10.2022	50 EA			
9098	Optics Diffuser				CPMG Training Plant MM - 01	
ROH1 101	9899000285	1 14.10.2022	100 EA			
9101	Consumption Based Planning Test - 20				CPMG Training Plant MM - 01	
ROH1 101	9899000112	1 08.10.2022	500 EA			
9323	Vendor Consignment Process - 01				CPMG Training Plant MM - 01	
ROH1 101	9899000148	1 09.10.2022	100 EA			
ROH1 101	9899000160	1 09.10.2022	10 EA			
ROH1 101 K	9899000140	1 09.10.2022	50 EA			
ROH1 101 K	9899000147	1 09.10.2022	1,000 EA			
9446	Vendor Return Delivery Test - 01				CPMG Training Plant MM - 01	
ROH1 101	9899000217	1 11.10.2022	100 PC			
ROH1 101	9899000162	1 10.10.2022	100 PC			
9590	Invoice Verification Test- 01				CPMG Training Plant MM - 01	
ROH1 101	9899000196	1 11.10.2022	100 EA			
CHILD MAT 01	GLS Filament 100W				CPMG Training Plant MM - 01	
101 C	9899000208	1 11.10.2022	100 EA			
CHILD MAT 02	GLS Shell 60 mm				CPMG Training Plant MM - 01	
101 C	9899000208	2 11.10.2022	100 EA			
CHILD MAT 03	Lead In Wire				CPMG Training Plant MM - 01	

## 4) Invoice Verification

Logistics Invoice Verification is the last step in P2P cycle in the we can verify the invoice which is received from vendor. Normally invoice verification done by the account team.

### List of T-Code for Logistics Invoice Verification

#### 1) MIRO: - Enter Invoice

### Path to Enter Logistics Invoice Verification: -

SAP Menu-> Logistics -> Materials Management -> Logistics Invoice Verification -> Document Entry -> **MIRO - Enter Invoice**

➔ Below screen opens

The screenshot displays the SAP MIRO (Enter Incoming Invoice) interface. The title bar reads "Enter Incoming Invoice: Company Code 5300". The main area is divided into several sections:

- Transaction:** 1 Invoice
- Diff. Posting:** Not Applicable
- Balance:** 0.00
- Basic Data Tab:**
  - Invoice date: [Yellow highlighted field]
  - Posting Date: 14.10.2022
  - Amount: [Empty field]
  - Tax amount: [Empty field]
  - Bus.place/sectn: [Empty field]
  - Text: [Empty field]
  - Company Code: 5300 Training Company New Delhi
- PO Reference / G/L Account / Material / Contract Reference:** 1 Purchase Order/Scheduling Agree...
- Layout:** 7\_6310 All information
- Table:** A table with columns: Item, Amount, Quantity, O..., Purchase ..., Item, PO Text, Outline A.

➔ We can directly put the **T-Code** in Command field. Below screen open

➔ Select the transaction as **1- Invoice**

➔ Enter the **Invoice date** in basic data.

➔ Enter the PO no in PO reference so it will fetch all the details from that PO no.

➔ Enter the Tax Code & tick on calculate tax

**Enter Incoming Invoice: Company Code 5300**

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: 1 Invoice Balance: 0.0 INR  
Diff. Posting: Not Applicable

**Basic Data** | Payment | Details | Tax | Contacts | Note

Invoice date: 14.10.2022 Reference:   
Posting Date: 14.10.2022  
Amount: 10,000.0 INR  Calculate tax  
Tax amount: 0.0 OI OI (Input tax 0%)  
Bus.place/sectn: /  
Text:   
Paymt terms: Due on Base Date  
Baseline Date: 30.11.2022

Vendor 4000002912  
Test Vendor for Vendor Master - 01  
Sai Park MIDC Aurangabad  
431136  
INDIA  
7744918923

**PO Reference** | G/L Account | Material | Contract Reference

1 Purchase Order/Scheduling Agreem... 4500026690 1 Goods/service items  
Layout: 7\_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline A
	10,000.0	100 EA		4500026690	10	Optics Diffuser	

Item Search Term 1 / 1 Items

➔ Click on simulate

**Enter Incoming Invoice: Company Code 5300**

Show PO structure Show worklist Hold Simulate Messages Help

Simulate Document in INR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T.	Jurisd. Code	Tax date	Bu...	Co...
1K	160000	Test Vendor for Vend...	10,000.0	INR			01				
2S	4000002	GR/IR Account	10,000.0	INR	4500026690	10	01				

Debit 10,000.0 Credit 10,000.0 Bal. 0.0

Back Post

➔ Click on post

➔ Document no. 802000165 created (Invoice verification has been done)

For display the invoice document click on **Invoice Document-> Display**  
It will show you the previous invoice enter.

The screenshot shows the SAP 'Display Invoice Document' interface. At the top, the title bar reads 'Display Invoice Document 802000165 2022'. Below this, there are fields for 'Transaction' (1 Invoice), 'Diff. Posting' (Not Applicable), and document details (802000165, 2022). The 'Basic Data' tab is active, showing fields for 'Invoice date' (14.10.2022), 'Posting Date' (14.10.2022), 'Amount' (10,000.0), 'Tax amount' (0.0), 'Bus.place/sectn', 'Text', 'Paymt terms' (Due on Base Date), and 'Baseline Date' (30.11.2022). A 'Vendor 4000002912' pop-up is visible on the right, containing vendor details like 'Test Vendor for Vendor Master - 01', 'Sai Park MIDC Aurangabad', '431136', 'INDIA', and '7744918923'. Below the 'Basic Data' tab, there are tabs for 'PO Reference', 'G/L Account', 'Material', and 'Contract Reference'. A table at the bottom displays the invoice items:

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline A
	10,000.0	100 EA		4500026690	10	Optics Diffuser	

At the bottom of the screen, there are search fields for 'Item' and 'Search Term', and a status bar showing '0 / 0 Items'.

**TIP: -** For List Display of Invoice document we can use the **T-Code: - MIR5**

**Path to Display the Invoice document: -**

SAP Menu-> Logistics -> Materials Management -> Logistics Invoice Verification  
-> Further Processing -> **MIR5 - Display List of Invoice Documents**

➔ Below screen opens

### Display List of Invoice Documents

Expert Mode

Document Number [ ] to [ ]

Fiscal Year [ ] to [ ]

User [ ] to [ ]

Invoicing Party [ ] to [ ]

One-Time Account Only

Company Code 5300 to [ ]

Document Date [ ] to [ ]

Posting Date [ ] to [ ]

Document Type [ ] to [ ]

Reference [ ] to [ ]

Document Header Text [ ] to [ ]

Currency Key [ ] to [ ]

Gross Invoice Amount [ ] to [ ]

Unplanned Del. Costs [ ] to [ ]

Exchange Rate [ ] to [ ]

Day data entered [ ] to [ ]

Time of Entry 00:00:00 to 00:00:00

Origin and Status

➔ Enter the (Fiscal Year, Company Code & Posting date)

### Display List of Invoice Documents

Expert Mode

Document Number [ ] to [ ]

Fiscal Year 2022 to [ ]

User [ ] to [ ]

Invoicing Party [ ] to [ ]

One-Time Account Only

Company Code 5300 to [ ]

Document Date [ ] to [ ]

Posting Date 01.10.2022 to 14.10.2022

Document Type [ ] to [ ]

Reference [ ] to [ ]

Document Header Text [ ] to [ ]

Currency Key [ ] to [ ]

Gross Invoice Amount [ ] to [ ]

Unplanned Del. Costs [ ] to [ ]

Exchange Rate [ ] to [ ]

Day data entered [ ] to [ ]

Time of Entry 00:00:00 to 00:00:00

Origin and Status

➔ Execute Below list opens

### Display List of Invoice Documents

Follow-On Documents ...

Inv. Doc. No.	Year	T...	Doc. Date	Posting Date	User name	Transaction Code	Entered on	Entered at T...	Reference	CoCd	Invoicing Pty / CrCy	Exchange rate	Gross inv. amnt	Unplanned del. costs	V
802000142	2022	RE	11.10.2022	11.10.2022	NEWMM86	MIRO	11.10.2022	21:13:49	RD	5300	4000002910 INR	1.00000	6,000.0	0.0	
802000143	2022	RE	11.10.2022	11.10.2022	NEWMM86	MIRO	11.10.2022	21:27:32	RD	5300	4000002910 INR	1.00000	10,000.0	0.0	
802000145	2022	RE	11.10.2022	11.10.2022	NEWMM86	MIRO	11.10.2022	22:44:39	RD	5300	4000002910 INR	1.00000	300.0	0.0	
802000146	2022	RE	11.10.2022	11.10.2022	NEWMM86	MIRO	11.10.2022	23:17:02	RD	5300	4000002910 INR	1.00000	1,000.0	0.0	
802000147	2022	RE	11.10.2022	11.10.2022	NEWMM86	MIRO	11.10.2022	23:36:38	RD	5300	4000002910 INR	1.00000	2,000.0	0.0	
802000165	2022	RE	14.10.2022	14.10.2022	NEWMM86	MIRO	14.10.2022	12:32:03	RD	5300	4000002912 INR	1.00000	10,000.0	0.0	

