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)

<mark>Step: - 1</mark>

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

v	· · · · · · · · · · · · · · · · · · ·
Create Mat	erial (Initial Screen)
Select View(s)	Org. Levels Data
Material	Q
Industry sector	SH10 Production 🔹
Material Type	•
Change Number	
Copy from	
Material	

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

Create Mat	terial (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

Create Material (Initial Screen)	중 Select View(s)
Select View(s) Org. Levels Data	View
	Basic Data 1
Material	Basic Data 2
Industry sector M MECHANICAL EN	Sales: Sales Org. Data 1
Material Type ROH ROH Raw mtl(Sales: Sales Org. Data 2 Sales: General/Plant Data
	Foreign Trade: Export Data
Change Number	Sales Text
	Purchasing
Copy from	Foreign Trade: Import Data
Material	Purchase Order Text
	MRP 2
	MRP 3
	MRP 4
	Forecasting
	Production Resources/Tools
	Create views selected Org. Levels Data R Default Setting X
Create Material (Initial Screen)	
create Hateriai (Initiai Screen)	I E Select View(s)
Select View(s) Org. Levels Data	View
Select View(s) Org. Levels Data	View MRP 4
Select View(s) Org. Levels Data	View MRP 4 Forecasting
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN	View MRP 4 Forecasting Production Resources/Tools
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN Material Type ROH ROH Raw mtl(View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 Concerl Blant Data / Storage 2
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN Material Type ROH ROH Raw mtl(View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warebouse Management 1
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Ouality Management
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number Copy from	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1
Select View(s) Org. Levels Data Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN ▼ Material Type ROH ROH Raw mtl(▼ Change Number	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Costing 2 WM Execution WM Packaging
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number Material Material Material Material Type Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number Material Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution WM Packaging Compliance / Basic Materials
Select View(s) Org. Levels Data Material Industry sector M MECHANICAL EN • Material Type * ROH ROH Raw mtl(• Change Number Copy from Material	View MRP 4 Forecasting Production Resources/Tools General Plant Data / Storage 1 General Plant Data / Storage 2 Warehouse Management 1 Warehouse Management 2 Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2 WM Execution WM Packaging Compliance / Basic Materials View selection only on request View selection only on request

- → Then click on **organizational level.**
- → Then enter the Standard plant & Storage location
 - As per below screen shot

🖻 Organizational Levels		×
Organizational levels		
Plant CPMG		
Stor. Location ROH1		
Org. levels/profiles only on request		
	Select View(s)	efault Setting 🔀

→ Then press enter→ Below screen pop-up

🕆 📫 Additional Data	晶 Org. Levels	🖆 Check Screen Data 🛛 🔒
🗟 Basic data 1	Basic data 2	Sales: sales org. 1 Sales: sales org. 2 Sale
taterial 9098] 🗉
General Data		
Base Unit of Measure		Material Group
Old material number		Ext. Matl Group
Division		Lab/Office
Product allocation		Prod.hierarchy
X-plant matl status		Valid from
Assign effect. vals		GenItemCatGroup
Material authorization g	roup	
Authorization Group		
Dimensions/EANs		
Gross Weight		Weight unit
Net Weight		
Volume		Volume unit
Size/dimensions		
FAN/UPC		EAN Category

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 M	aterial S	9098 (ROH	Raw	mtl((Std)))		
💾 🖒 Additio	onal Data	晶 Org. Levels	🔓 Che	eck Screen Data	a		
Basic d	ata 1 🤇	Basic data 2	Sales:	: sales org. 1	Sales: sales or	rg. 2 Sale.	.) • • •
Material (9098 &r 🗋	Ор	tics Diffu	ser		i	+
General Data							
Base Unit of I	Measure	EA		Material Group	004	2	
Old material r	number			Ext. Matl Group			
Division				Lab/Office			
Product alloca	ation			Prod.hierarchy			#
X-plant matl s	status			Valid from			
Assign effe	ect. vals			GenItemCatGro	up		
Material autho	prization grou	up					
Authorization	Group						
Dimensions/E	ANs						
Gross Weight	:			Weight unit			
Net Weight							
Volume				Volume unit			
Size/dimensio	ns						
EAN/UPC				EAN Category			

→ Then press enter

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

音 🛋 Additional Data	占 Org	. Levels	🖆 Check Screen Data	a
Sales text 💦 🔊 Pi	urchasir	ng Fo	oreign trade import Pu	rchase order text MRP 1
Aaterial 9098 Nant CPMG		Opt Tra	tics Diffuser ining Plant MM - 01	I
General Data				
Base Unit of Measure Purchasing Group	EA CP0	EN	Order Unit Material Group	Var. OUn
Plant-sp.matl status			Valid from	
Tax ind. f. material			Qual.f.FreeGoods	Dis.
Material freight grp			Autom. PO	
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	Overdeliv. Tolerance	0.0 percent
3rd Reminder/Exped.	0	days	Min. Del. Qty in %	0.0 percent
StdValueDelivDateVar	0	days	Unitd Overdelivery	Acknowledgment Reqd

→ Then press enter

→ In accounting View enter the

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



3)Enter the Moving Price of material

Create Material	9098 (ROH Rav	v mtl((Std)))	
🕆 📫 Additional Data	晶 Org. Levels 🔰 🚰 O	check Screen Data 🛛 🔒	
Quality management	Accounting 1	Accounting 2 Co	sting 1 Costing 2
Material 9098 Plant CPMG	Optics Di Training I	ffuser <mark>)</mark> Plant MM - 01	
General Data			
Base Unit of Measure	EA EN	Valuation Category	
Currency	INR	Current period	10 2022
Division		Price determ.	ML act.
Current valuation			
Valuation Class	3000		
VC: Sales order stk		Proj. stk val. class	
Price control	V	Price Unit	1
Moving price	100.0	Standard price	
Total Stock	0	Total Value	0.0
		Valuated Un	
Future price		Valid from	
Previous price	0.0	Last price change	
		Previous period/year	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



Change Ma	aterial (In	itial S	creen)
Select View(s)	Org. Levels	Data	
Material	[
Change Number			

- → 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

SAP Easy Access
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• 🔁 Favorites
🕶 🗁 SAP Menu
Financial Services Network Connector
Office
Cross-Application Components
Logistics
Materials Management
Purchasing
 Inventory Management
 Excise Duty Excise Trucice Verification
Logistics Invoice Verification
Material Requirements Planning (MRP)
 Service Entry Sheet
Service Master
Foreign Trade/Customs
🔻 🛅 Material Master
🕶 🦰 Material
Create (Special)
Create (General)
 Change Electrony
Flag for Deletion
• MM03 - Display Current
• Ø MM19 - Display at Key Date
Display Changes
• 💬 MM17 - Mass Maintenance
• 💬 MMAM - Change Material Type
~
•
😒 😒 🏷 🗐 🖃 👻 🔽
Display Material (Initial Screen)
Select View(s) Org. Levels Data
Material

- → 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**

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Cross-Application Components District District District
Materials Management
🔻 🛅 Purchasing
Purchase Order
Purchase Requisition
Outline Agreement
RFQ/Quotation
Ter Master Data
Info Record
Source List
Quota Arrangement
Approved Manufacturer Parts
Vendor
Purchasing
• XKUI - Create
• 🗘 XKU2 - Change
• ♥ XK03 - Display
• 🖓 XK05 - Block
XK06 - Ebg for Deletion
• 💬 XK07 - Account Group Change

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

Create Vendor:	Initial Screen
endor .	A
ompany Code	
urchasingOrganization	
ccount group	
Reference	
Vendor	
Company code	
BurchasingOrganization	

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	
Company Code	5300
PurchasingOrganization	cp00
Account group	2900 🔍
Reference	
Vendor	
Company code	
PurchasingOrganization	

➔ Then press enter. Below screen open.

→ Enter the required details as below.

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

Create Vendor: A	Iddress
🔉 🕼 🗉	
Vendor INTERNAL	
Name	Internat. versions
Title	Company
Name	Test Vendor for Vendor Master - 01
Search Terms	
Search term 1/2	
Street Address	
Street/House number	Sai Park MIDC Aurangabad
Postal Code/City	431136
Country	IN India Region 13 Maharashtra
Time zone	INDIA
PO Box Address	
PO Box	
Postal code	
Communication	
Language	EN English Other communication
Telephone	Extension 🔂

→ Press enter

		<u> </u>
'endor 'ompany Code	INTERNAL T 5300 Training (Test Vendor for Vendor Master - 01 Company
Accounting inform	ation	
Recon. account	160000	Sort key
Head office		Subsidy indic.
Authorization		Cash mgmnt group
		Release group
Minority indic.		Certificatn date
CIIU Code		
Interest calculation	1	
Interest indic.		Last key date
Interest cycle		Last interest run
Withholding tax		
W. Tax Code		Exemption number
WH Tax Country		Valid until
Recipient type		Exmpt.authority
Reference data		
Prev.acct no.		Personnel number
Default data for ta	x reports	
Activity Code		Distr. Tura

Enter the Reconciliation Account in accounting information as per business requirement.

→ Then press enter.

Create Vendor: Purc	hasing data	
D D I		
Vendor INTERNAL Purchasing Org. CP00 Pra	Test Vendor for Vendor Master - 0 tice_MM_MS	1
Conditions	•	
Order currency INR Terms of paymnt 0001	Indian Rupee	
Incoterms		
Minimum order value		
Schema Group, Vendor	Standard procedure vendor	
Pricing Date Control	No Control	
Order optim.rest.		
Sales data		
Salesperson		
Acc. with vendor		
Control data		
GR-Based Inv. Verif.	ABC indicator	KMA Required
✓ AutoEvalGRSetmt Del.	ModeOfTrnsprt-Border	7
AutoEvalGRSetmt Ret		
Acknowledgment Reqd	Sort criterion	By VSR sequence number
Automatic purchase order	PROACT control prof.	
Subsequent settlement	Revaluation allowed	
Contrary and the sector	Constant discourses in triand	

- → 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

<mark>Step: - 2</mark>

Path to Change Vendor Master: -

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

Change Vendor:	Initial Screen
Vendor	4000002912 Rest 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 da	ita
Purchasing data	
Partner functions	

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

<mark>Step: - 3</mark>

Path to Display Vendor Master :-

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

v		
Display Vendor:	Initia	al Screen
Vendor	40000	02912 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 dat	a	
✓ 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								
l 🕼 🔁 🔒								
Vendor	A	to	(
Purchasing organization	CPOO	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: Purch	asing																		
911775%	1 🐴 🖧 🕼 🗑 🍇 🔒		•= •	i &	?Purchasin	g & Ce	ntral 6	Vendor S	ustainability Re	cord									
Name of vendor	Street	Cty	Post.Code	City G	Group Searc	h term B	BF DelF	One-time	POrg Descript	ion Pa	T Inco	oT Inco. 2 B	D	Min. valu	e Crcy	Salespers.	Telephone	POrg ≊N	umber
U Vendor 4000002910																			3
MH Steel & Company		IN		2	900				CPOO Pratice_	MM_MS 00	01			0.0) INR				1
Vendor 4000002911																		1.1	1
Bharat Marketing	Bajaj Nagar	IN	431114	Indor 2	900 BM				CP00 Pratice_	MM_MS NT	30			0.0) INR				- 1
Vendor 4000002912																		1	1
Test Vendor for Vendor Master - 01	Sai Park MIDC Aurangabad	IN	431136	2	900				CP00 Pratice_	MM_MS 00	01			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**

SAP Easy Access		
📭 🔄 🏷 🎋 🎋 🖉 🔻 🔺		
• Eavorites	*	
SAP Menu	-	
Financial Services Network Connector		
Cross-Application Components		
Logistics	-	
Materials Management The Durchasing		
Purchasing	- 33	
Master Data		
	-	
• Ø ME11 - Create		
• 💬 ME12 - Change		2
• 🗭 ME13 - Display		
• 💬 ME14 - Changes		
 ME15 - Flag for Deletion 		
• 💬 MEMASSIN - Mass Maintenance		
List Displays		
Buyer's Negotiation Sheet		
Follow-On Functions		

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

Create Info Record: Initial Screen						
Vendor Material Purchasing Org.						
Info Record						
Info category						
 Standard 						
Subcontracting						
OPipeline						
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	
Info category	
 Standard 	
○ Subcontracting	
OPipeline	
 Consignment 	

→ Press enter

Info Record		Vendor & Mate	erial Info Record]
Vendor	4000002912	Test Vendor f	or Vendor Master - 01	
Material	9098	Optics Diffuser		
Material Group	004	Chemicals		
Vendor Data			Origin Data	
1st Rem./Exped.	Days		Certif. Cat.	
2nd Rem./Exped.	Days		Certificate	
3rd Rem./Exped.	Days		Valid to	
Vendor Mat. No.			Ctry of Origin	IN
Vendor Subrange			Region 1	13
VSR Sort No.			Number	
Vendor Mat. Grp]	Manufacturer	
Points		/ 1 EA		
Salesperson			Supply Option	
Telephone	7744918923		Available from	
Return Agmt			Available to	
Prior Vendor			Regular Vendor	
Purchase Order Uni	it of Measure			
Order Unit	EA			
Conversion	1 EA <-> 1	EA		

→ 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

SAP Easy Access
😰 🔄 🏷 🎋 🎓 🖉 🔻 🔺
• 🔁 Favorites
T 🗁 SAP Menu
🕨 🥅 Financial Services Network Connector
🕨 🥅 Office
Cross-Application Components
Logistics
🔻 🛅 Materials Management
Purchasing
Purchase Order
Purchase Requisition
Outline Agreement
RFQ/Quotation
Master Data
Info Record
▼ 🗁 Source List
• 🔛 ME01 - Maintain
• ME03 - Display
• 💬 ME04 - Changes
List Displays
Follow-Un Functions

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



→ By entering Plant & Material

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

¢	S <u>o</u> urce List	<u>E</u> dit <u>G</u> oto	Extr <u>a</u> s	Environme	ent Sy	stem	<u>H</u> elp								
V		-	« 📙	🗟 🚫 💽		1 14	121	D 🕄 I 🖥							
1	Naintain Source List: Overview Screen														
9	9 🐨 🚢 ᡝ 🗅 🗷 🖉 🗣 🗣 🗅														
Mat	terial	9098		Optics Diff	fuser										
Plar	nt	CPMG		Training P	lant MM ·	- 01									
So	ource List Reco	ords													
	Valid from	Valid to	Vendor	POr	g PPI	OUn	Agmt	Item	Central Co	Cent. Con	Fix	Blk	М	MRP Area	
	12.10.2022	12.10.2023	4000002	2912 CPO	0										
										ĺ					
CI:	ale On C	-													

→ 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

C							▼ «	🐼 🚫 🔛 🗐		00	- 2) 💻				
R		C	rea	te	Pl	urc	hase Re	equisition									
[ocu	ment	Ove	rviev	N O	n	D 🗗	Hold 🖆 ፤ 🛓	Personal Setting	Save	e As Ten	nplate	Load from T	emplate			
		B PR : Tex	STAN cts	IDAF	RD ((N •	-	Source	ce Determination	_							
			Head	er n	ote		A	1 Continuous-t 💌									
		9) 🖬	Ì.] [1)(7)(M	1 K 7. I Z .	, 🏂 , I 🖨 🗗	. 🕒 .	- III	i	P 24 (B	🛓 Defa	ult Values	•	
	₽	St	Iter	n A		I	Material	Short Text	Quanti	ty Unit	C Delive	ry Date	Matl Group	Plant	Stor. Loc.	PGr	Red
					_					_							
				_	_												
			-	-	_												-
				-										-			+

→ 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		to	
Purchasing group	CPO	to	
Material •		to	
Material group		to	
Requirement tracking number		to	
Document Incomplete		to	
Scope of List	A		
Plant	CPMG Q	to	
Document Type		to	
Item Category		to	
Account Assignment Category		to	
Delivery Date		to	
Release Date		to	
Materials Planner/Controller		to	
Processing Status		to	
Fixed Vendor		to	
PReq. processing state		to	
Blocking indicator		to	
Requisitioner			
Short Text			
Sort Indicator	1		

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

List Display of P	urchase 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
9101	Comsumption Based Planning Test - 20 CPO 004	
10000571 00010	500 EA D 14.10.2022 MRP Controll CPMG	
N B NB	08.10.2022	CPO
Fixed Vendor	4000002910 MH Steel & Company Purch. Org. CP00	
9322	Material Reg. Plan Test -01 CPO 004	
10000590 00010	1,000 EA D 13.10.2022 NEWMM86 CPMG	
BU NB	500 EA 10.10.2022	CPO
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

SAP Easy Access
😰 🔄 🤣 🏂 🏂 🥒 🔻 🔺
• 🔁 Favorites • 🗁 SAP Menu
 Financial Services Network Connector Office
 Cross-Application Components Cogistics
 Materials Management Purchasing
Purchase Order Create
 ME21N - Vendor/Supplying Plant Known ME25 - Vendor Unknown ME58 - Via Requisition Assignment List ME59 - Automatically via Purchase Requisitions
 ME22N - Change ME23N - Display ME24 - Maintain Supplement MEMASSPO - Mass Maintenance Release

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

면 <u>P</u> urchase Order <u>E</u> dit <u>G</u> oto En	n <u>v</u> ironment S <u>v</u> stem <u>H</u> elp					
🖉 💽 🔻 层	i 🗟 🚱 i 🚔 🛗 🟠 i 🎝 🖄	li 🗊 🗖 🗖 🖉 🖳				
🕅 Create Purchase Ord	der					
Document Overview Off 🛛 🗋 🖷 H	lold 🆆 💮 Print Preview Messa	ages 🚺 🚰 Personal Setting 🛛 S	ave As Template Load from	Template		
No	rder((s 🔻		Doc. date 13.10.	2022		
variant 🗧 陆 S Itm 🗛	I Material Short Text	PO Quantity ' O C	Deliv. Date Net Price	Curr Per O) Matl Group Pint	Stor. Location B
defined						
Hierarchy						

→ Select the document type YNBB customized doc. type

→ Enter the Org. Data (Pur. Org / Pur. Grp / CC)

YNBB Std.Pur.Doc. T Vendor Delivery/Invoice Conditions Texts Address	Doc. date 13.10.2022 Communication Partners Additional Data Org. Data Status Payment Processing
Purch. Org. cp00 Purch. Group cp0 . Company Code 5300	

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

Ē	YNBB Std.P	ur.Do	c. T 🔻	Vendo	r	4000002912	Test Ver	ndo	or for Ve Do	oc. date	13.10	.2022							
b	Delivery/	/Invo	ice Conditi	ons Texts	Address	Communica	tion	Par	tners Add	litional Data	Ór	g. Data	Sta	atus	Payment	Processing			
																			_
	Purch. Org.		CP00 Prat	tice_MM_MS															
	Purch. Group	р	CPO CPI	MG Pur. Grp															
	Company Co	de	5300 Trai	ining Company															
				· •															
Þ	🕏 S Itm	AN	laterial	Short Text	Р	0 Quantity	0	. c	Deliv. Date	Net Price		Curr	Per	0	Matl Group	Plnt	5	Stor. Location	Bat
	10	9	098	Optics Diffuser			50 EA	D	13.10.2022		50.0	INR	1	EA	004	CPMG	F	ROH1	
												INR							

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

	nuei											
Document Overview Off 🔢 💼	Hold Park 🖆 🛛	🛂 🔞 Print Preview	Messages 🚺 🚑 P	ersonal S	etting i	Save As Templa	ate Load	from Temp	late			
No variant defined Hierarchy Hierarchy	ur.Doc. T + Invoice Conditions sge text sssage generated fo @ & Technical Info	Vendor Texts Address	400002912 Test Communication	Vendor Partr	for Ve Do ners Add	rc. date 13. itional Data	.10.2022 Org. Data	Statu:	Payment	Processing		
, 🛅 🔄 S Itm	A Material Sho	ort Text	O Quantity	0 C [Deliv. Date	Net Price	Curr	Per O.	Matl Group	Pint	Stor. Location	Batci
10	9098 Opt	tics Diffuser	50	EA D1	3.10.2022	5(0.0 INR	1 EA	004	CPMG	ROH1	
							INR					

➔ 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.

×	= 🐼 😣 🖾 =		* 6 🐨 😤
Purchasing Documents	for Material		
🚱 🔄 🚺 Choose			
Material		to	
Plant •	CPMG	to	
Purchasing Organization	a	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.

(영) 🚊 후 16 1월 🧏 (6) 1월 🖑 🕒 17 📭 🔚 🖽 4월 1일 1 Print Preview 🕮 🔯	
Them Type Cat PGr POH Doc. Date Vendor/supplying plant Mati Group D T A Plant SLoc Quantity OUD Quantity SKIL Net price Crcy Per Quantity OpenTatOty To be del. To be	e inv. T
2 juint and a final contraction of the second secon	
Material 8938 Evaluated Receipt Settleement Test- 01	
Purchasing Document 4500026612	
10 NB F CP0 1 11.00.2022 4000002910 MH Steel & Company 004 CPMG ROH1 50 EA 50 EA 50.0 INR 1 0 0 0 0.0	0
Material 9098 Optics Diffuser	
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 1
Purchasing Document 4500026690	
10 NB F CP0 14.10.2022 4000002912 Test Vendor for Vendor Master - 01 004 CPMG ROH1 100 EA 100 EA 100. INR 1 0 0 100 10,000.	100 1
Material 9101 Comsumption Based Planning Test - 20	
Purchasing Document 4500026465	
10 NB F CP0 🎦 07.10.2022 4000002910 MH Steel & Company 004 CPMG ROH1 500 EA 500 EA 100.0 JNR 1 0 0 0 0.0	500 5
Material 9322 Material Reg. Plan Test -01	
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 5
Material 9323 Vendor Consignment Process - 01	
Purchasing Document 4500026514	
10 NB F CP0 🎦 09.10.2022 4000002910 MH Steel & Company 004 K CPMG ROH1 1,000 EA 1,000 EA 0.0 JNR 1 0 0 0 0.0	0
Purchasing Document 4500026516	
10 NB F HKI 1 0 0 0 0 0.0	0
Purchasing Document 4500026527	
10 NB F CPO 🎦 09.10.2022 4000002910 MH Steel & Company 004 CPMG ROH1 100 EA 100 EA 10.0 INR 1 0 0 0 0.0	100
Purchasing Document 4500026541	
10 NB F CP0 1 10.0.2022 4000002910 MH Steel & Company 004 CPMG ROH1 10 EA 10 EA 10.0 INR 1 0 0 5 50.0	10
Material 9446 Vendor Return Delivery Test - 01	

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)

SAP Easy Access
🔁 🔄 🏷 🦒 🖉 I 🔻 🔺
• Eavorites
Financial Services Network Connector Office
Cross-Application Components Logistics
Materials Management Purchasing
 Inventory Management Coode Meyoment
Goods Movement (MIGO)
Goods Receipt Goods Issue (MIGO)
MBIA - Goods Issue MIGO_TR - Transfer Posting (MIGO)
 W MB1B - Transfer Posting Subsequent Adjustment
Goods Movement of Handling Units

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

🖉 💭 🔊 🗔 » 🦳 🗐	⊖ ñ (0122221	ਙ ≥ I 🕜 💻]
👼 Goods Receipt Transport ID C	ode - I	NEWMM86		
Show Overview 🗅 Hold Check Post ፤	Help			
A01 Goods Receipt 💌 R07 Transport ID C 👻	[q	₽	GR goods receipt
General Vendor				
Desument Pate 14, 10, 2022 Delivery	Noto		· ·	
Posting Date 14.10.2022 Bill of Lad	ding		HeaderText	
GR/GI Slip	p No.			
Line Mat. Short Text	ОК	Qty in UnE	E SLoc	Batch Valuation .
	elete	Contents 53		
	(
Material Quantity Where				

- → 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

Doc	ument Date	14.10.2022	Delivery Note			Vendo	or	Test Vendor	r for Vendor N	<u>Master</u>
Post	Ing Date	14.10.2022 ive Slip 🔹	GR/GI Slip No.			Heade	rlext			
Line	St Mat. Sh	nort Text		ОК	Qty in UnE	E	SLo	oc	Batch	V
1	Optics [Diffuser		✓	100	E	A Rav	v Material		
				_			_			
	* F									
	Material Qu	antity Where	Purchase Order Dat	ta	Partner					
Mate Ven Mate	Material Qu erial Idor Material No. erial Group	Optics Diffu	Purchase Order Dat ser EAN in EAN C	a Order heck	Partner 90	98				
	Material Qu erial idor Material No. erial Group	Optics Diffu Optics Diffu 004	Purchase Order Dat	a Order heck	Partner 90	<u>38</u>	111			

→ 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.

Display Material Docu	ment - NEWMM	186		
Show Overview	Post 🚺 Help			
[A04 Display R02 Material Docu	• 9899000285	2022 🚱 🛗 🔟		
General 🔐 Doc. info				
Document Date	Delivery Note			
Posting Date	Bill of Lading		HeaderText	
	GR/GI Slip No.			
Line Mat. Short Text	Qty	in UnE E	E SLoc	Batch

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

0	• « [= 😪 🚷 🔛 🗁	n n i s s	\$ 1	📮 🔁 🕜 🖳								
1	Display Material D	Oocument 9899	000285 - NEW	MM	186								
Sh	ow Overview 🗋 Hold Cl	heck Post İ Help)										
A04	Display 🔹 R02 Material	Docu 🔻 [989900028	2022 🐼 🕅										
	General Vendor 🕰	Doc. info											
	Document Date 14.10.2022 Posting Date 14.10.2022	Delivery Note Bill of Lading GR/GI Slip No.			Vendor <u>Te</u> HeaderText	est Vendor for V	/endor Master]					
L	ine Mat. Short Text		Qty in UnE	E	SLoc	Batch	Valuation	М	D	Stock Type	Plnt	S	Custo
	1 Optics Diffuser		100	EA	Raw Material			101	+	Unrestrict 🖲	r Training Pla		
_	< > _												
e 	Material Quantity Wh	Purchase Orde	r Data Partner										
	Material Optics Vendor Material No.	Diffuser		90	98								
	Material Group 004												

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

V	s 🗔 i 🥨 🐝 💌 i 🚍 i	N
Material Document Li	ist	
la 🕼 🕼		
Item Data		
Material		to 📑
Plant	<u> </u>	to 📄 📑
Storage Location		to 📄 📑
Batch		to 📄
Vendor		to 📄
Customer		to 📄
Movement Type		to 📄
Special Stock		to 📄 🖻
Sales Order		to 📄
Sales order item		to
Header Data		
Posting Date		to 📑
User name		to 📑
Trans./Event Type		to 📄
Reference		to 📑
Display Options		
Hierarchy List		
⊖Flat List		
Layout		
Data Source		
✓ Database		

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

item Data			
Material		<u>a</u>	
Plant .	CPMG	to	<u>_</u>
Storage Location		to	
Batch		to	<u>_</u>
Vendor		to	
Customer		to	
Movement Type	101	to	
Special Stock		to	
Sales Order		to	
Sales order item		to	
Header Data			
Posting Date	22.08.2022	to 14.10.2022	
User name		to	
Trans./Event Type		to	
Poforonco		to	

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

Material Document List	
K 🔹 🕨 N 🥞 🍞 🛄 🚢 🚏 🏤 🏢 🐑 🗷 %	2 🔊 🕅
Material Material Description	Plnt Name 1
SLoc MvT S Mat. Doc. Item Pstng Date Quantity in UnE	EUn
0020 Euclidead Descript Categories Target	CINC Training Direct Md 01
POH1 101 9899000224 1 11 10 2022 50	FA
No.11101 5055000224 111110.2022 00	
9098 Optics Diffuser	CPMG Training Plant MM - 01
ROH1 101 9899000285 1 14.10.2022 . 100	EA
9101 Comsumption 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
KONI 101 9699000102 1 10.10.2022 100	ru
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 0 9899000208 1 11.10.2022 100	EA
CHILD MAT 02 GLS Shell 60 mm	CPMG Training Plant MM - 01
101 0 9899000208 2 11.10.2022 100	LA
CHILD MAT 03 Lead In Wire	CPMG Training Plant MM - 01
Child in all	orno ridining ridno mi or

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

nsaction 1 Invoice Posting Not Applicable Basic Data Payment Details Tax Contacts Note voice date sting Date 14.10.2022 nount Calculate tax a amount OI OI (Input tax 0%) Calculate tax ix amount OI OI (Input	how PO structure Sho	ow worklist 🕴 📑 🕴	Hold 🐯 Simulate	Messages 🚺	Help		
f. Posting Not Applicable Basic Data Payment Details Tax Contacts Note Noice date Tax Contacts Note Noice date Reference osting Date 14.10.2022 mount Calculate tax ax amount I I OI I (Input tax 0%) Calculate tax ax amount I I OI I (Input tax 0%) Calculate tax ax amount I I Goods/service items Layout I Goods/service items Layout I Goods/service items Layout I Goods/service items I Goods/	ansaction 1 Invo	pice	•		💭 Balance	0.00	
Basic Data Payment Details Tax Contacts Note vvoice date asting Date 14.10.2022 mount Calculate tax ax amount 01 01 (Input tax 0%) is.place/sectn / PO Reference 6/L Account Material Contract Reference Purchase Order/Scheduling Agreem. I Goods/service tems Layout 7_6310 All information Item Amount Quantity O Purchase	. Posting Not	Applicable	-				
Notice date Reference osting Date 14.10.2022 Imount Calculate tax invoice date Calculate tax invoint Colour tax 0%) Colour tax 0%) <td>Basic Data Paymer</td> <td>t Details Tax</td> <td>Contacts Note</td> <td></td> <td></td> <td></td> <td></td>	Basic Data Paymer	t Details Tax	Contacts Note				
nvoice date Setting Date 14.10.2022 Setting Date 14.10.2022 Setting Date 14.10.2022 Calculate tax Calculate tax Calculate tax OI OI (Input tax 0%) Calculate tax OI OI (Input tax 0%) PO Reference Company Code Source tams Company Code Contract Reference PO Reference Contract Reference Contract Reference Calculate tax Calculate ta			contacto note				
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Amount Calculate tax fax amount OI OI (Input tax 0%)	Posting Date 14.10	.2022					
Tax amount OI OI (Input tax 0%)	Amount		Calculate ta	ax			
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Text Company Code 5300 Training Company New Delhi PO Reference G/L Account Material Contract Reference 1 Purchase Order/Scheduling Agreem I Purchase Order/Scheduling Agreem I Goods/service items Layout I Goods/service items I Goods/service	Bus.place/sectn	1					
Company Code 5300 Training Company New Delhi PO Reference G/L Account Material Contract Reference 1 Purchase Order/Scheduling Agreem I Goods/service items I Goods/service items Item Amount Quantity O Purchase Item PO Text Outline A	Text						
PO Reference G/L Account Material Contract Reference 1 Purchase Order/Scheduling Agreem I Goods/service items I Goods/service items Layout 7_6310 All information I Item Amount Quantity O Purchase Item Po Text Outline A Item Image: Contract Reference Image: Contract Reference Image: Contract Reference Image: Contract Reference Image: Contract Reference Image: Contract Reference Image: Contract Reference Image: Contract Reference	Company Code 5300	Training Company New	v Delhi				
PO Reference G/L Account Material Contract Reference							
PO Reference G/L Account Material Contract Reference 1 Purchase Order/Scheduling Agreem I Goods/service items I Goods/service items Layout 7_6310 All information I Item Amount Quantity O Purchase Item PO Text Outline A Item							
1 Purchase Order/Scheduling Agreem ▼ 1 Goods/service items Layout 7_6310 All information ▼ Item Amount Quantity 0 ♥ Purchase Item PO Text Outline A Item Amount Quantity 0 ♥ Purchase Item PO Text Outline A							
1 Purchase Order/Scheduling Agreem 1 Goods/service items Layout 7_6310 All information Item Amount Quantity O Purchase Item PO Text Outline A	PO Reference G/L	Account Material	Contract Reference				
Item Amount Quantity O Purchase Item PO Text Outline A Image: Constraint of the state of the	PO Reference G/L	Account Material	Contract Reference				
Item Amount Quantity O Purchase Item PO Text Outline A Image: A state of the st	PO Reference G/L 1 Purchase Order/Schedul	Account Material	Contract Reference			1 Goods/service items	•
	PO Reference G/L 1 Purchase Order/Schedu	Account Material	Contract Reference		Layout	1 Goods/service items 7_6310 All informat	▼ ion ▼
↓ ↓	PO Reference G/L 1 Purchase Order/Schedu Item Amount	Account Material ing Agreem Quantity	Contract Reference	e Item PC	Layout) Text	1 Goods/service items 7_6310 All informat	ion
4 F	PO Reference G/L 1 Purchase Order/Schedu Item Amount	Account Material ing Agreem Quantity	Contract Reference	e Item PC	Layout) Text	1 Goods/service items 7_6310 All informat	ion V Outline A
	PO Reference G/L 1 Purchase Order/Schedu Item Amount	Account Material ing Agreem Quantity	Contract Reference	e Item PC	Layout) Text	1 Goods/service items 7_6310 All informat	ion V 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 🚺 H	lelp
Transaction 1 Invoice	Vendor 4000002912
Invoice date 14.10.2022 Reference Posting Date 14.10.2022 Amount 10,000.0 INR ✓ Calculate tax Tax amount 0.0 Bus.place/sectn / Text Paymt terms Due on Base Date	Test Vendor for Vendor Master - 01 Sai Park MIDC Aurangabad 431136 INDIA 7744918923
Baseline Date 30.11.2022	
1 Purchase Order/Scheduling Agreem 💌 4500026690	1 Goods/service items Layout 7_6310 All information
Item Amount Quantity O Purchase Item PO 10,000.0 100 EA 4500026690 10 Opt	o Text Outline A
E 🗗 🛓 🖶 Item 🗱 Search Term	1 / 1 Items

→ Click on simulate

Position	A	6/1	Act/Mat/Ast/Vndr	Amount	Cu	Purchasing	Item	Т	Jurisd Code	Tax date	Bu	Cov
rosición	1 6	160000	Test Vendor for Vend	10.000.0-	TNR	Purchasing	Iceini	01	Sunsu. Couc	Tax date		
	20	4000002	GP/IP Account	10,000.0	TNIP	4500026600	10	01				-
	- 5	4000002	Signe Account	10,000.0	TIMIX	4500020090	10	01				
					•							
												- Ţ
4 .											4	•

→ 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.

Invoice Documen	t <u>E</u> dit <u>G</u> oto System <u>H</u> elp	
0	💌 💌 🖯 🕄 😪 😒 I 🚔 🎁 🎼 📫 🏝 🏝 🖡 🗐 🔽 I 🕜 🖳	
💀 Display	/ Invoice Document 802000165 2022	
Show PO structure	Follow-On Documents	
ransaction	1 Invoice	
)iff. Posting	Not Applicable	
Basic Data P	ayment Details Tax Contacts Note Vendor 4000002912	
Invoice date	Test Vendor for Vendor Master - 01 14.10.2022 Reference Sai Park MIDC Aurangabad	
Posting Date	14.10.2022 431136	
Amount	10,000.0 INR Calculate tax 11 INDIA	
Tax amount	0.0 0I 0I (Input tax 0%) 🔻 🛅 📗 7744918923 📹	
Bus.place/sectn		
Payment torms		
Baseline Date	30.11.2022	
basemie bace	×	
PO Reference	G/L Account Material Contract Reference	
	Layout 7_6310 All informat	tion 🔻
Item Amount	Quantity O 😽 Purchase Item PO Text	Outline A
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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 Invoid	ce 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 Image: Expert Mode Document Number Fiscal Year 2022 to User Invoicing Party One-Time Account Only Company Code 5300 to Document Date Posting Date 01.10.2022 to 14.10.2022 Company Free Company Code Document Date Document Type to Company Key											
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Time of Entry 00:00:00 to 00:00:00											

Execute Below list opens

D	Display List of Invoice Documents														
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B	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
	802000142	2022	RE 11.10.2022	11.10.2 🗗	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