### Report – Display Purchase Order ME23N App – Display Purchase Order

#### Introduction

This App allows you to view information on a single Purchase Order including goods receipting and invoice information, and how to see if a vendor has been paid.

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	being less than the order	
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Log into SAP Fiori

- This loads the Fiori Dashboard
- Click on the **ME23N** App

S	AP Home -					
S	chool Input Transactions	School Reporting Transactions				
	F.61	FB12	FB70	FBCJ	FB00	FV50
	Correspondence: Pri	Correspondence Re	Enter Outgoing Invoi	Cash Journal	Accounting Editing O	Park G/L Account Ite
	ME23N	PA20	PA30	PA70	PC00_M99_CWTR	PT91
	Display Purchase Or	Display HR Master D	Maintain HR Master	Fast Entry	Wage type reporter	Absences: For Multi

# Section 1 - Initial set up of ME23N screen

The first time you go into ME23N, your screen will display as below. To edit this:

• Close the menu bar on the left

Click on to collapse the **Header** and ensure **Item Overview** and **Item Detail** are open. These changes will remain unless you choose to amend them.

Hem Overview										
H Item Detail										
< SAP Display Purchase Order										
Menu 🗸 Document Overview On Create Display	//Change	Oth	er Purcha	se C	Order Print Pre	view Me	essages Help	Personal Setting	g Services fo	r Object $\smallsetminus$
$\leftarrow$ Back $\rightarrow$ Forward $\boxed{$ Close $}$		Deli	verv/Invoi	ce	Conditions	Texts	Address	Supplier:	Partners	Additio
		Dett	very/mitor		Conditions	Texto	Address	Communication	T di tiloro	ridation
User Interface for the Purchase Order Three <u>screen areas</u> , which can be expanded and collapsed individually, allow you to determine which data is displayed. Faulty items			F	Paym F	nent Terms:	days	0.000 %			Exch
You can process system messages directly or <u>collect</u> them for subsequent processing.				F	Payment in: 0	days net	t			
Self-Definable Document Overview     Fast and Straightforward Access to Relevant Data     Put Incomplete Purchase Orders "On Hold"     Copy or Convert Documents into Purchase Orders     Fast Change     Maintain Personal Settings     Enter Account Assignment     Display.Release Strategy     Invoke Print Preview Direct from Purchase Order     Further Information	8									
	5	S	ltm	А	I Material		Short Text	PC	O Quantity	0
		1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0								
										_

# Section 2 - Viewing Purchase Order (PO)Information

• Click on Other Purchase Order

< SAP	Display Purchase Order
Menu 🗸 🛛 Docum	nent Overview On Create Display/Change Other Purchase Order Print Preview

• Type the required **PO number** in the **Pur.Order** field, then click **on 'Other Document'** 

Select Document		×
Pur. Order: 850000011	1	
<ul> <li>Pur. Order</li> </ul>		
O Purch. Requisition		
SRM Contract		
	Other Document	Cancel

• The **Item Overview** and **Item Detail** fields should be displayed as shown below,

if not, click on the 🛅 icons to display them

At the top of the screen, the Purchase order number is displayed along with the name of who created it

<		CC Non	Stock PO 850000011	1 Created	by Morgana Dic	kinson:									>	ER1 (
Menu E Int	✓ Document eauer	Overview	v On) Create) Displayi	Change C	ther Purchase Or	der) Print Pre	view M	essage	es (	Help Personal S	etting	Services for	Object 🗸			
7	5 S Itm	A I	Material S	nort Text	P	O Quantity		OUn	С	Deliv. Date	Net Price		Currency	F	Per	OP
	10	К	Т	est item 2			1.000	EA	D	29.02.2024		2.00	GBP	1	L	EA
	20	К	Т	est item 3			2.000	EA	D	29.02.2024		3.00	GBP	1	L	EA
	30	К	T	est item 5			3.000	EA	D	29.02.2024		5.00	GBP	1	L	EA
Ð	It Material Data	tem: [10 a Qu	) ] Test item 2 antities/Weights Del	ivery Schedu	Ile Delivery	Invoice	∧ ∨ Conditio	ns	Acc	count Assignment	Purch	nase Order H	History Text	s	>	
		= Q		<u></u> کا	) <b>¤</b> ∨   <b>i</b>											
	Short Text	MvT I	Material Document	Item	Posting Date	» Quan	tity		D	elivery cost quanti	y OUn	E	Amt.in Loc.Cur.	L.cur		
	WE	101	5001434371	1	29.02.2024	1.0	000			0.00	0 EA		2.00	GBP		
	Tr./Ev. Goods	receipt				• 1.0	000				EA	•	2.00	GBP		
	RE-L	1	5156152708	1	29.02.2024	1.0	000			0.00	0 EA		15.00	GBP		
	Tr./Ev. Invoice	e receipt				• 1.0	000				EA		15.00	GBP		

# Section 3 -Viewing the goods receipting information

- A **Purchase Order History** tab will appear only when goods have been receipted in SAP
- In this tab you can view the **goods receipting lines**, (Material document numbers beginning 50) and the **invoice lines** (beginning 51)
- The **Invoice receipt** document will only display if the invoice has been received in Accounts Payable and you have goods receipted the items in SAP
- You can also view if there have been any price variances by viewing the **Amount** fields

<	SAP D	CC Non	Stock PO 8500000111	Created by Morgana [	Dickinson									ER1 (
Menu	l∨ Document	Overview	v On) Create) Display/C	hange) Other Purchase	Order Print Preview M	essage	s) [He	lp) Personal Se	etting	Services for	Object 🗸			
۳ س	eauer													
È														
1	🖻 S Itm	A I	Material Sho	ort Text	PO Quantity	OUn	C De	eliv. Date N	et Price		Currency	P	er	OP @
[	10	К	Tes	t item 2	1.000	EA	D 29	02.2024		2.00	GBP	1		EA
[	20	К	Tes	t item 3	2.000	EA	D 29	02.2024		3.00	GBP	1		EA
[	30	К	Tes	t item 5	3.000	EA	D 29	02.2024		5.00	GBP	1		EA
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L		• <u>•</u>									Addl P	anning		
È		tem: [ 10	) ] Test item 2		✓ ∧ ∨									
	Material Dat	a Qu	antities/Weights Deliv	ery Schedule Delivery	y Invoice Conditio	ns	Accou	nt Assignment	Purch	ase Order H	listory Text	s	>	
	<	<u>₹</u> ]Q		~) [B~] (B_~)   []										
Ш	Short Text	MvT	Material Document	Item Posting Date	Quantity		Deliv	ery cost quantity	OUn	E /	Amt.in Loc.Cur.	L.cur		
	WE	101	5001434371	1 29.02.2024	1.000			0.000	EA		2.00	GBP		
	Tr./Ev. Goods	receipt			1.000				EA	•	2.00	GBP		
	RE-L		5156152708	1 29.02.2024	1.000			0.000	EA		15.00	GBP		
	Tr./Ev. Invoic	e receipt			• 1.000				EA	${\bf t} = {\bf t}$	15.00	GBP		

# Section 4 - Viewing the invoice

• To view a copy of the invoice, click on the **Invoice receipt document number**.

It	tem: [1	L0 ] Test item 2			$\sim$		×					
Material Data	a Q	uantities/Weights	Delivery Schedu	le Delivery	Invo	ice Co	nditions A	ccount Assignment	Purch	nase Order H	listory Text	ts
Q E	T C	) 🔍 🏹 🗸 🗃	) 🗷 🗸 🖉 🗸	) 👼 🗸   🚺 Resting Date				Delivery cost quantity	Olla	5	umt in Los Cur	Lour
WE	101	5001434371	1	29.02.2024	-	1.000		0.000	EA		2.00	GBP
Tr./Ev. Goods	receipt	:			•	1.000			EA	1.00	2.00	GBP
RE-L		5156152708	1	29.02.2024		1.000		0.000	EA		15.00	GBP
Tr./Ev. Invoice	e receip	t				1.000			EA	- C. C. C.	15.00	GBP

 In the next screen, click on the Services for Object icon then on Attachment list

< 🔽	P D	isplay Invoice Docun	nent 51561527	08 2023					
Menu $\smallsetminus$	Show PO	structure Follow-On I	ocuments [	NF Servio	ces for	Objec	t ~		
	Ar	mount: 144.00					GBP		
				Calcula	te Tax				
	Tax Ar	nount: 24.00		VA (Standa	rd rate	d inpu	it VAT 🗸		
		Text:						]	
	Paymt	terms: 30 Days net							
	Baseline	e Date: 29.02.2024							
DO Do	Compony	Code: 1000 Dorbushiro	County Council (	Croat Pritai	-				_
PURE	erence								
	Item	Amount	Quantity		Or	D,	Purchase order	Item	PO Text
$\checkmark$	1	15.00		1.000	EA		8500000111	10	Test item 2
$\checkmark$	2	21.00		2.000	EA		<u>8500000111</u>	20	Test item 3
$\checkmark$	3	25.00		3.000	EA		8500000111	30	Test item 5
	88	E.₹	Item:			Sear	ch Term:		

### Now click on Attachment List

Services for Object ~	
Create	>
Attachment list	
Private note	
Send	>
Relationships	
Workflow	>
My Objects	>
Help for object services	

In the Attachment list window, double-click on the VIM PO vendor invoice line

Service	: Attachment list				×
Attach	ment for 5156152708				
🚺 Ne	w∼ 60 🖻 🖉 🗑 🕓 🤇 🔍	E T Q C 7~	@ ☑~ ઃ		
Icon	Title	Created By	Created On 👗		
Ē	Workflow History		29.02.2024		
	VIM PO vendor invoice				
				Continue	Cancel

•

April 2024

y of the invoice will display			
SAP Document Viewer			
$\vee$			
<u>, , , , , , , , , , , , , , , , , , , </u>			
Muffoz Inc	Invo	ice	
	VAT registratio	n No: 495 8858 2	2564
Payments made to Muffoz Inc, 8229 High Stree	et, Salem,SN12 2GC		
Anytown School	Our	Reference: TCP	192831
High Street	You	reference: XYZ	123
New Town Dorbyshire	(	Contact: 020 735	987456
Derbysnire			
DE4 3XZ			
DE4 3XZ	Invoice No PO 850000011	MU262 1	2
DE4 3XZ	Invoice No PO 850000011 Invoice Date:	MU262 1 29.02.20	2
DE4 3XZ	Invoice No PO 850000011 Invoice Date:	MU262 1 29.02.20	2 24
DE4 3XZ	Invoice No PO 850000011 Invoice Date:	MU262 1 29.02.20	2 24
DE4 3XZ Payment terms: 30 days from date of Description:	Invoice No PO 850000011 Invoice Date:	MU262 1 29.02.20 ity Net £	24 Total
DE4 3XZ Payment terms: 30 days from date of Description: First Aid Training – course materials	Invoice No PO 850000011 Invoice Date: f invoice Quant 1@	MU262 1 29.02.20 ity Net £ 120.00	2 24 Total 120.00
DE4 3XZ Payment terms: 30 days from date of Description: First Aid Training – course materials	Invoice No PO 850000011 Invoice Date: f invoice Quant	MU262 1 29.02.20 ity Net £ 120.00	2 24 Total 120.00
DE4 3XZ Payment terms: 30 days from date of Description: First Aid Training – course materials	Invoice No PO 850000011 Invoice Date: f invoice Quant	MU262 1 29.02.20 ity Net £ 120.00	24 Total 120.00
DE4 3XZ Payment terms: 30 days from date of Description: First Aid Training – course materials Total excluding VAT	Invoice No PO 850000011 Invoice Date: f invoice Quant 1@	MU262 1 29.02.20 ity Net £ 120.00	2 24 Total 1 120.00
DE4 3XZ Payment terms: 30 days from date of Description: First Aid Training – course materials Total excluding VAT VAT @ 20%	Invoice No PO 850000011 Invoice Date: f invoice Quant 1@	MU262 1 29.02.20 ity Net £ 120.00	2 24 Total 1 120.00 120. 24.0

• Once viewed, close out, then click on the **cross** (in the above screen) then click **Back** to take you back to the ME23N screen

## Section 5 - Viewing the invoice payment date

If your selected PO shows a **Purchase Order History** tab and an **Invoice receipt** document number, you are able to see if and when the invoice has been paid

• Click on the **Invoice receipt document number** (begins 51) in the Purchase History tab

	lt	em: [	10 ] Test item 2			$\sim$	<b>^ `</b>				
	Material Data Quantities/Weigh		uantities/Weights	s Delivery Schedule Delivery			Conditions	s Account Assignment	Purch	r History Text	
		<b>=</b> 0	( <b>T</b>	@	) <b>r</b>   i						
	Short Text 📍	MvT	Material Documen	nt Item	Posting Date	<b>₽</b> Qua	antity	Delivery cost quantity	OUn	Ε	Amt.in Loc.Cur.
1	WE	101	5001434371	1	29.02.2024	1	.000	0.000	EA		2.00
	Tr./Ev. Goods	receip	t			• 1	.000		EA	1.1	2.00
	RE-L		<u>5156152708</u>	1	29.02.2024	1	.000	0.000	EA		15.00
Tr./Ev. Invoice receipt						• 1	.000		EA		15.00

• In the next screen, click on Follow-On Documents.

	Invoice Document 5	156152708 2023						
Menu V Show PO structu	re Follow-On Docume	ents NF Services for	Object ∨					
Transaction:	Invoice	~	515615	2023				
[코] Basic Data Paymer	nt Details Tax	Withholding tax Co	ontacts Note	\				
Inv. recpt date:	29.02.2024							
Invoice date:	01.01.2024	Reference:	8500000111					
Posting Date:	29.02.2024	Period:	11					
Amount:	144.00		GBP					
		Calculate Tax						
Tax Amount:	24.00	VA (Standard rate	dard rated input VAT 🗸					
Text:								
Paymt terms:	30 Days net							

In the following pop up box click on the 51xxxxxxx Accounting document number and then on the magnifying glass icon

List of Documents in Accounting											
Documents in Acco	ounting										
Document Number	Object type text										
5100064629	5100064629 Accounting document										
A000013700	Controlling Documen	t									
		0	0	A	~						
		Q	Original document	e	×						

In the following screen, if there is a **Clearing document number** in the **Clrng doc** column a payment has been sent to the vendor

<	SAP	Display Do	ocument	: Data Entry View					> ER1 (400) ~
Menu	<ul> <li>Disp</li> </ul>	lay Another Do	cument	Select Individual Ob	ect Display Document Header	Taxes Display Currency	General Ledger View	Services for Object $\lor$	E
Data Ei	ntry Vie	w							
[	Documer	nt Number: 510	0006462	9	Company Code: 1000	Fiscal	Year: 2023		
	Docu	ment Date: 01	.01.202	4	Posting Date: 29.02.202	4 Pe	eriod: 11		
		Reference: 850	0000011	1	Cross-Comp.No.:				
		Currency: GBI	Р		Texts Exist:	Ledger G	roup:		
0		<b>Q</b> (*)	♥~	Σ ν ½   🗃	<u></u>				
C *	Item	Account	Key	Amount	Description	Text			Clrng doc.
1000	1	20029028	31	144.00-	Muffoz Inc.				
	2	703200	86	2.00	Gds Rcd/Inv Rcd A/c				1000501442
	3	116200	81	13.00	Agency Payments				
	4	703200	86	6.00	Gds Rcd/Inv Rcd A/c				1000501443
	5	116200	81	15.00	Agency Payments				
	6	703200	86	15.00	Gds Rcd/Inv Rcd A/c				1000501444
	7	116200	81	10.00	Agency Payments				
	8	703200	86	40.00	Gds Rcd/Inv Rcd A/c				1000501445
	9	116200	81	19.00	Agency Payments				
	10	704200	40	24.00	Input VAT				

- If the column is populated Double click on the actual 10 digit Clearing document number
- This screen will show the payment date in **Clearing**. This payment will be in the Vendor's bank account two days after this date quoting the Clearing reference number

Display	Documer	nt: Lin	e Item (	001		
Menu		▲ Bac	k Exit Cance	I System	Display Anothe	er Document Call Up
Vendor Company Code Derbyshire County (	20010563 🗇S 1000 A Council Li	mooth valon House eeds	)		G/L Acc Doc. no.	840999 5100067749
Line Item 1 / Inv	oice / 31					
Amount Tax code	2,700.00 VA	GBP				
Additional Data						
Bus. Area Disc. base Payt Terms Bline Date Pmnt Block Pmt Method	2,250.00 ZP30 13.12.2012	GBP	Disc. Amount Days/percent Fixed Invoice ref.	0.00	G 0 % 0 0.	68P . 000 % 0
Clearing Assignment	29.01.2013 / 5100067749	200027443	4			B. Long text

- A payment to a Vendor **may** be made up of several PO payments, including your own. To see if your PO payment was part of a larger amount, **double-click** on the **Clearing number** next to the clearing date
- You can then view the total amount paid to the Vendor, which includes your payment



• To return to the ME23N screen click on Back

## Section 6 -Viewing a price discrepancy where the invoice total is less than the original order value

In the example below in the Purchase Order History tab, line item 4 on the PO shows a **Goods receipt** figure of £29.95 and £18.40 for the **Invoice receipt**. This will generate a credit to the ledger for the difference.

<b>P</b>	P. DCC SRM PO 6500566355 Created by 71076567																
D	Document Overview On 🗏 🖻 🍄 📫 🛛 💮 Print Preview 🛛 Messages 🚺 🚰 Personal Setting																
W	DC	C SRM I	РО	▼ 650056	6355 Supplier	2001	4100 Yorkshire	Purch	asing	Doc.	date 0	8.06.20	020				
	Head	ler															
	₿ S	Itm	A I	Material	Short Text	PO Q	uantity	0	C De	eliv. Date	Net Price		Curre	ncy	Per	0	Matl Gr
		1	К		Biodegradeable Latex Po			2 PAC	D 12	.06.2020		4.95	GBP		1	PAC	Equipm
		2	K		SCOTT® Essential SLIMF	٤.		ЗРАС	D 12	.06.2020		35.54	GBP		1	PAC	Learn R
		3	K		Facial Tissue		6.00	0 EA	D 12	.06.2020		0.60	GBP		1	EA	Learn R
		4	к	đ	427743 - 5Ltr Hand Sani		1.00	0 EA	D 12	.06.2020		29.95	GBP		1	EA	Clng/Ca
		5	к		110770 - Captain Copier		3.00	00 EA	D 12	.06.2020		10.35	GBP		1	EA	Clng/Ca
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	Item		[	4 ] 427743 - 5L	tr Hand Sanitiser	•											
f		Materi	al Data	Quantities/W	eights Delivery Sched	lule	Delivery I	nvoice	Y	Conditions	Accou	unt Assig	nmen'	t Purch	ase Ord	er Hist	tory
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	9	ف ار					i 🛛 🖉	9									
	Sh.	T*	MvT Ma	terial Document	It Posting Date PQua	inti De	elivery cost qua	nt 0	Un	Amt.in loc	L.c	Qty in	OP	DelCostQty	(OP	Order	Price U.
	WE		101 <u>50</u>	01066939	2 18.06.2020 1.0	000	0.0	00 E	A	29	.95 GBP	1.	000		0.000	EA	
	Tr.	/Ev. G	oods re	eceipt	• 1.0	000		E	A I	29	.95 GBP	1.	000			EA	
	RE-	L	<u>51</u>	<u>56790728</u>	4 26.06.2020 1.0	000	0.0	00 E	A	18	.40 GBP	1.	000		0.000	EA	
	Tr.	/Ev. Ir	nvoice r	eceipt	- 1.0	000		E	A I	18	.40 GBP	1.	000			EA	

# Section 7- Viewing a price discrepancy where the invoice total is greater than the original order value

In the example below the original order total was  $10 \times \pounds 1.00 = \pounds 10.00$ .

On the Purchase Order History tab, the line shows a **Goods receipt** figure of  $\pm 10.00$  and  $\pm 20.00$  for the **Invoice receipt**.

Once the price discrepancy is approved, the difference in price will show as an additional line item debit on the finance reports.

<b>P</b>	DCC Non Stock PO 8500000112 Created by Morgana Dickinson																					
D	Document Overview On 🗏 🗋 🍄 📫 🛛 💮 Print Preview 🛛 Messages 🚺 🖉 Personal Setting																					
DCC Non Stock PO																						
	Header																					
	₿ 9	5 Itm	Α	Ι	Material	Short	: Text		PO (	Quantity		0	C	Deliv. Date	Net	Price		Curre	ncy	Per	0	Matl Gr
		10	K			Test					10.000	EA	D 2	29.02.2024			1.00	GBP		1	EA	Agency
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	-																					
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	Iten	Materi	al Dat	2	Ouantities/	Neinhts	Delivery	Schedu	_ )	Delivery		voice		Conditions		Αςτου	nt Assir	Inment	Purc	nase Orde	or Hist	orv
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	Tr	E ./Ev. G	101 oods	500 rec	1434372 xeipt	1 29	0.02.2024	10.0	00		0.0	00	EA EA	- 10	.00	GBP GBP	10 10	.000		0.000	EA	
	RE	-L		515	6152707	1 29	.02.2024	10.0	00		0.0	00	EA	20	).00	GBP	10	0.000		0.000	EA	
	Tr	./Ev. Ir	ivoic	e re	ceipt			• 10.0	00				EA	• 20	.00	GBP	10	.000			EA	

When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows.