

Report – Display Purchase Order

ME23N App – Display Purchase Order

Introduction

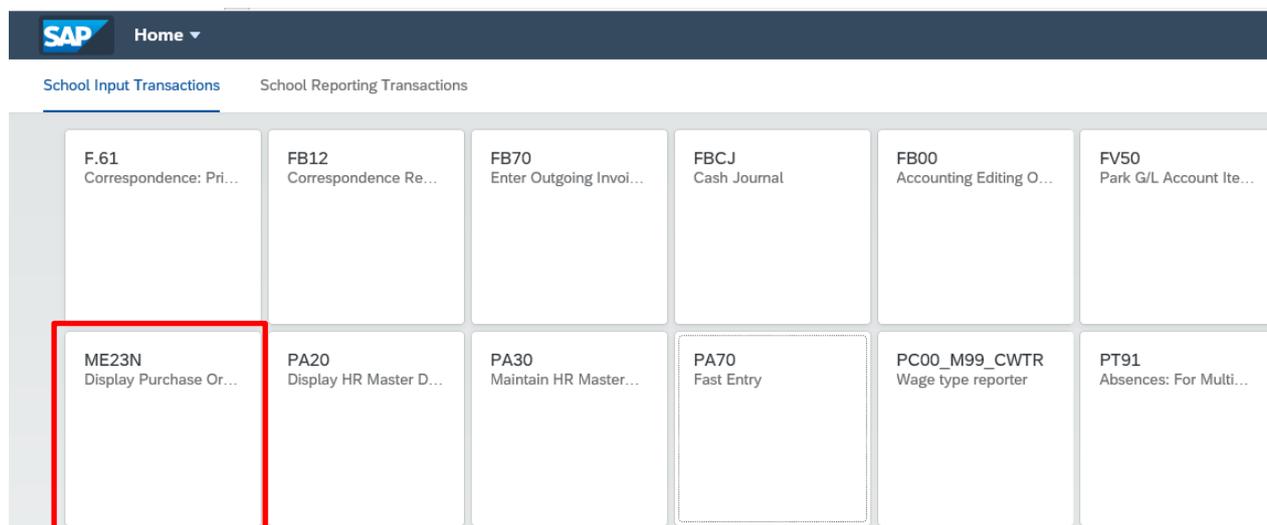
This App allows you to view information on a single Purchase Order including goods receipting and invoice information, and how to see if a vendor has been paid.

Contents

Section	Description	Page
	Introduction	1
1	Initial set up of ME23N screen	2
2	Viewing Purchase Order Information	5
3	Viewing the Goods Receipting Information	5
4	Viewing the Invoice	6
5	Viewing the Invoice Payment Date	9
6	Viewing a Price Discrepancy due to invoice amount being less than the order	12
7	Viewing a Price discrepancy due to invoice paid amount being greater than the order placed	13

Log into SAP Fiori

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



Section 1 - Initial set up of ME23N screen

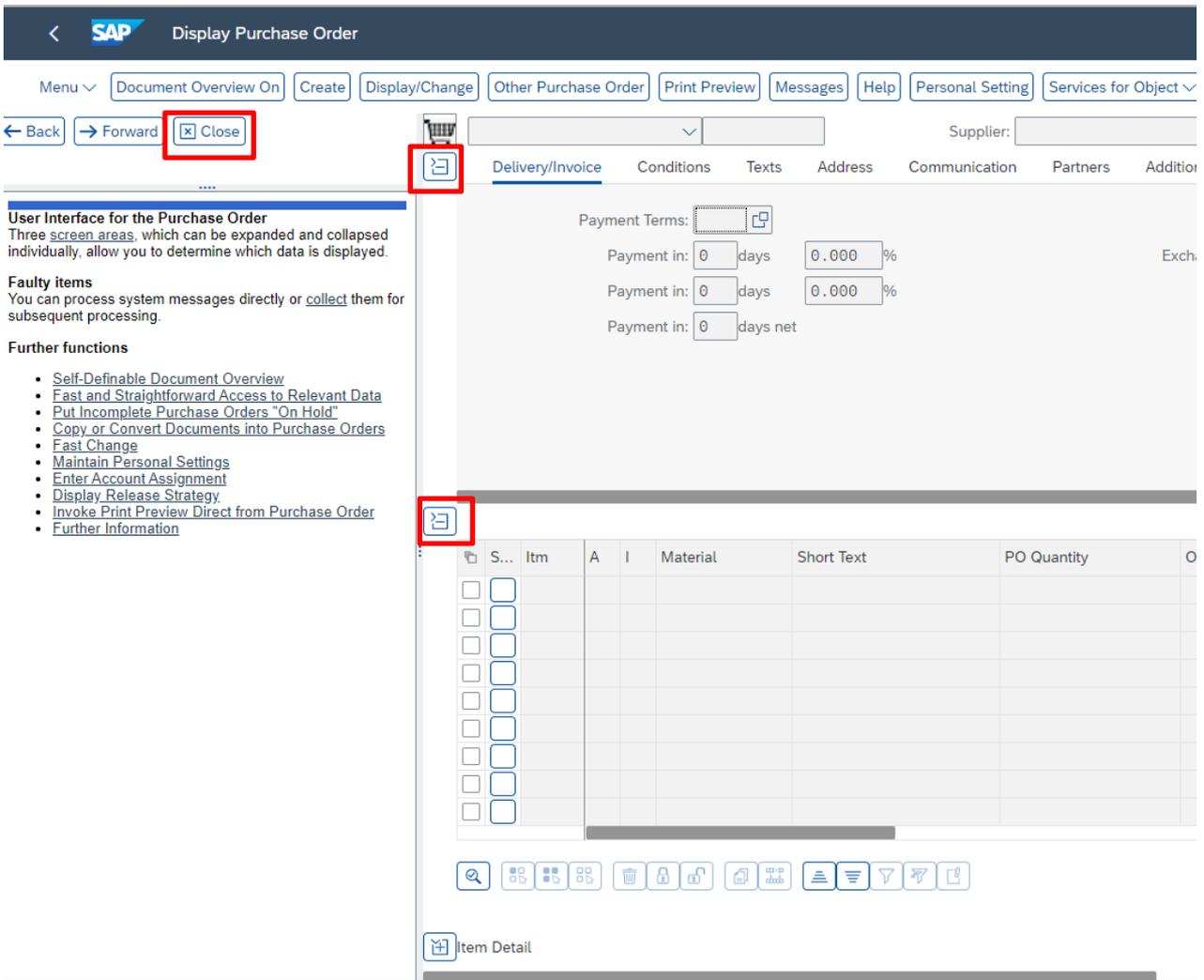
The first time you go into ME23N, your screen will display as below. To edit this:

- **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.

 Item Overview

 Item Detail



Display Purchase Order

Menu ▾ Document Overview On Create Display/Change Other Purchase Order Print Preview Messages Help Personal Setting Services for Object ▾

← Back → Forward **Close**

Supplier: _____

Delivery/Invoice Conditions Texts Address Communication Partners Addition

Payment Terms: _____

Payment in: 0 days 0.000 % Exch.

Payment in: 0 days 0.000 %

Payment in: 0 days net

User Interface for the Purchase Order
Three screen areas, which can be expanded and collapsed individually, allow you to determine which data is displayed.

Faulty items
You can process system messages directly or collect them for subsequent processing.

Further functions

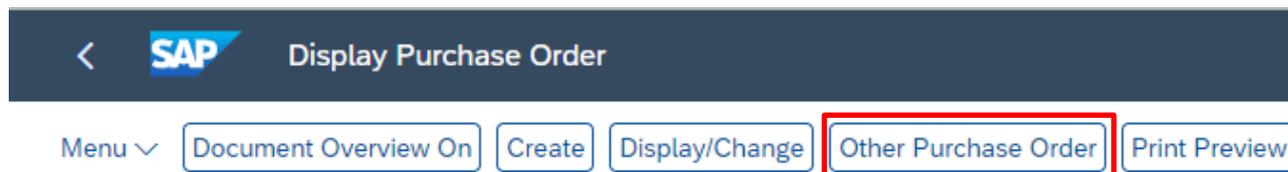
- [Self-Definable Document Overview](#)
- [Fast and Straightforward Access to Relevant Data](#)
- [Put Incomplete Purchase Orders "On Hold"](#)
- [Copy or Convert Documents into Purchase Orders](#)
- [Fast Change](#)
- [Maintain Personal Settings](#)
- [Enter Account Assignment](#)
- [Display Release Strategy](#)
- [Invoke Print Preview Direct from Purchase Order](#)
- [Further Information](#)

S...	Itm	A	I	Material	Short Text	PO Quantity	O
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

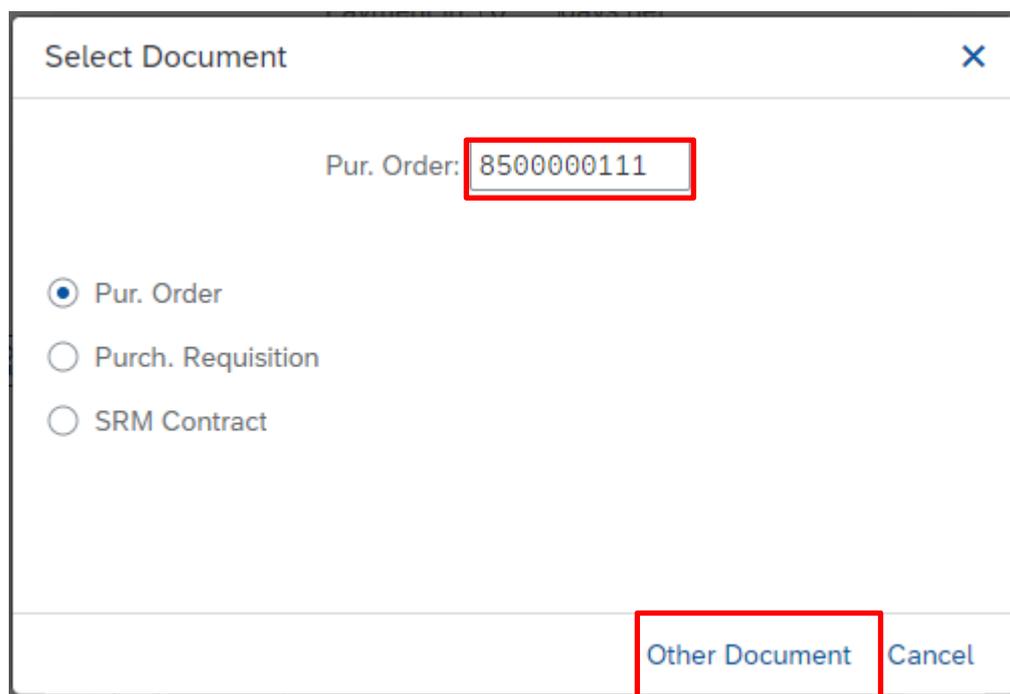
Item Detail

Section 2 - Viewing Purchase Order (PO)Information

- Click on **Other Purchase Order**



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



- 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

SAP DCC Non Stock PO 8500000111 Created by Morgana Dickinson

Menu Document Overview On Create Display/Change Other Purchase Order Print Preview Messages Help Personal Setting Services for Object

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Currency	Per	OP
<input type="checkbox"/>	10	K			Test item 2	1.000	EA	D	29.02.2024	2.00	GBP	1	EA
<input type="checkbox"/>	20	K			Test item 3	2.000	EA	D	29.02.2024	3.00	GBP	1	EA
<input type="checkbox"/>	30	K			Test item 5	3.000	EA	D	29.02.2024	5.00	GBP	1	EA

Item: [10] Test item 2

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts

Short Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amt.in Loc.Cur.	L.cur
WE	101	<u>5001434371</u>	1	29.02.2024	1.000	0.000	EA	2.00	GBP
Tr./Ev. Goods receipt					1.000		EA	2.00	GBP
RE-L		<u>5156152708</u>	1	29.02.2024	1.000	0.000	EA	15.00	GBP
Tr./Ev. Invoice receipt					1.000		EA	15.00	GBP

Section 3 -Viewing the goods receiving information

- A **Purchase Order History** tab will appear only when goods have been received in SAP
- In this tab you can view the **goods receiving 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 received the items in SAP
- You can also view if there have been any price variances by viewing the **Amount** fields

The screenshot shows the SAP ME23N interface for a purchase order. The main table lists items 10, 20, and 30. Item 10 is selected, and the 'Purchase Order History' tab is active. This tab displays a table with columns for Short Text, MVT, Material Document, Item, Posting Date, Quantity, Delivery cost quantity, OUn, Amt.in Loc.Cur., and L.cur. The table shows three rows: WE (Goods receipt), RE-L (Invoice receipt), and Tr./Ev. Invoice receipt. The 'Purchase Order History' tab name is highlighted with a red box.

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Currency	Per	OP
	10	K			Test item 2	1.000	EA	D	29.02.2024	2.00	GBP	1	EA
	20	K			Test item 3	2.000	EA	D	29.02.2024	3.00	GBP	1	EA
	30	K			Test item 5	3.000	EA	D	29.02.2024	5.00	GBP	1	EA

Short Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	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. Invoice receipt					1.000		EA	15.00	GBP

Section 4 - Viewing the invoice

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

Item: [10] Test item 2

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts

Short Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	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									
RE-L		5156152708	1	29.02.2024	1.000	0.000	EA	15.00	GBP
Tr./Ev. Invoice receipt									

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

< **SAP** Display Invoice Document 5156152708 2023

Menu ▾ Show PO structure Follow-On Documents ... NF **Services for Object ▾**

Amount: 144.00 GBP

Calculate Tax

Tax Amount: 24.00 VA (Standard rated input VAT ... ▾)

Text:

Paymt terms: 30 Days net

Baseline Date: 29.02.2024

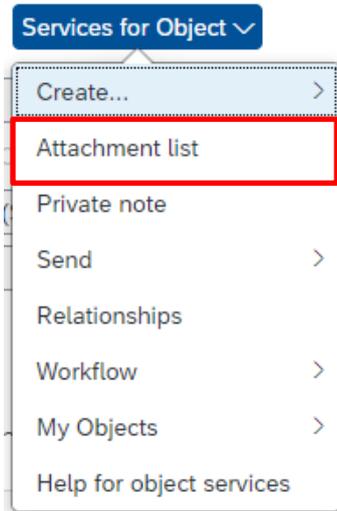
Company Code: 1000 Derbyshire County Council Great Britain

PO Reference

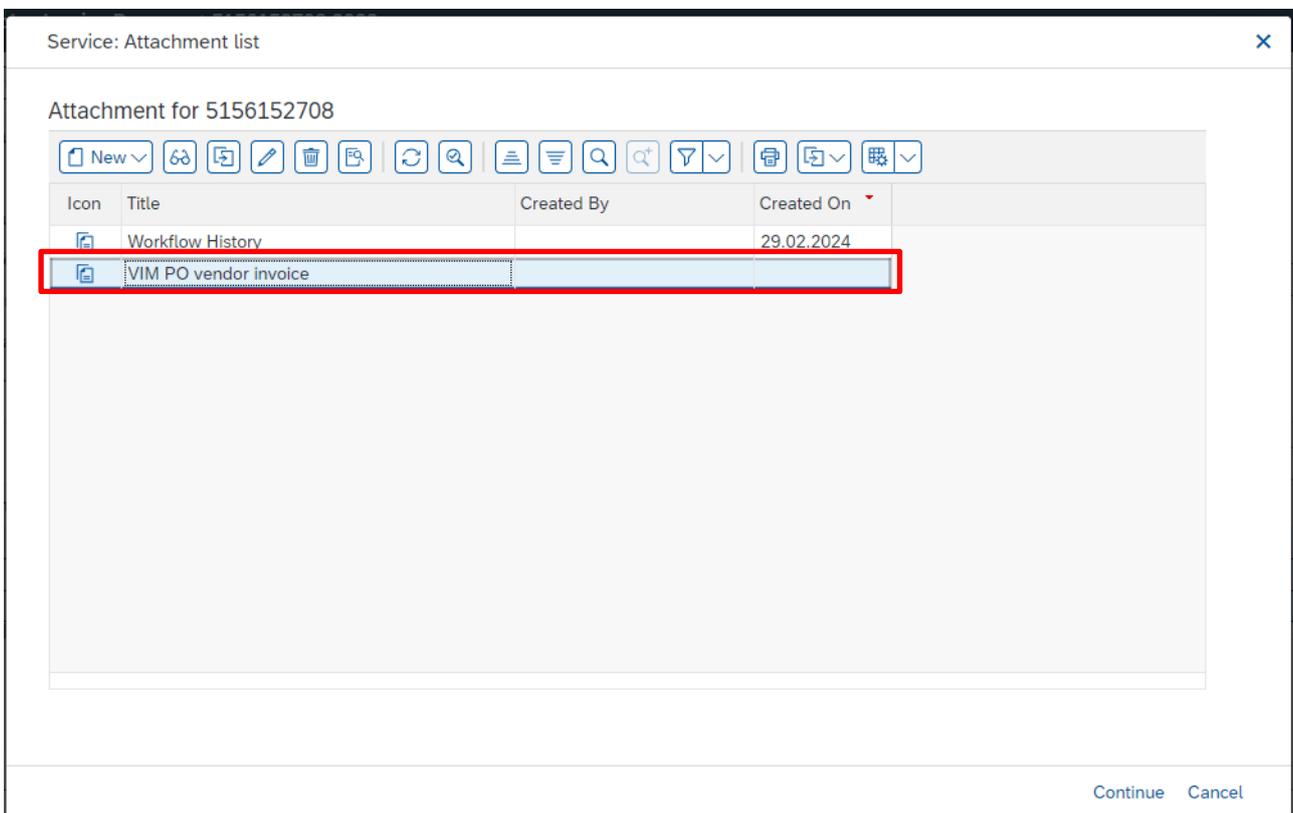
	Item	Amount	Quantity	Or...		Purchase order	Item	PO Text
<input checked="" type="checkbox"/>	1	15.00	1.000	EA	<input type="checkbox"/>	8500000111	10	Test item 2
<input checked="" type="checkbox"/>	2	21.00	2.000	EA	<input type="checkbox"/>	8500000111	20	Test item 3
<input checked="" type="checkbox"/>	3	25.00	3.000	EA	<input type="checkbox"/>	8500000111	30	Test item 5

Item: Search Term:

Now click on Attachment List



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



- A copy of the invoice will display

SAP Document Viewer

Menu ▾

Muffoz Inc

Invoice

VAT registration No: 495 8858 2564

Payments made to Muffoz Inc, 8229 High Street, Salem,SN12 2GC

Anytown School
High Street
New Town
Derbyshire
DE4 3XZ

Our Reference: TCP192831
Your reference: XYZ123
Contact: 020 735 987456

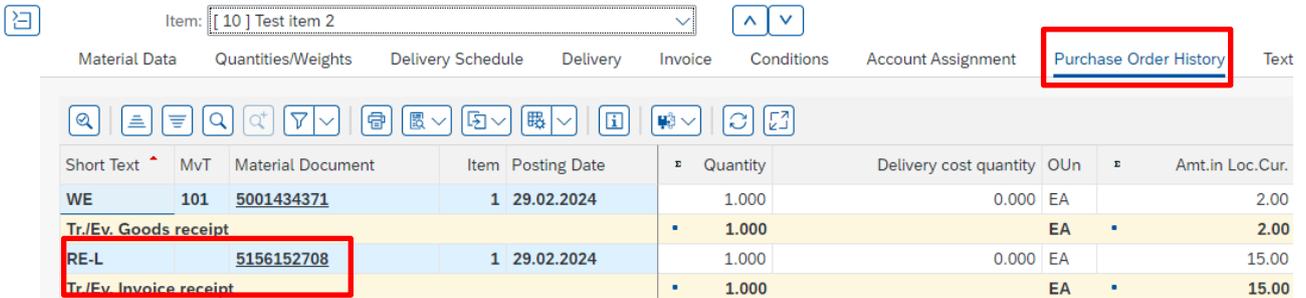
	Invoice No	MU262	
	PO 8500000111		
	Invoice Date:	29.02.2024	
Payment terms: 30 days from date of invoice			
Description:	Quantity	Net £	Total £
First Aid Training – course materials	1@	120.00	120.00
Total excluding VAT			120.00
VAT @ 20%			24.00
Total amount due			£144.00

- 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

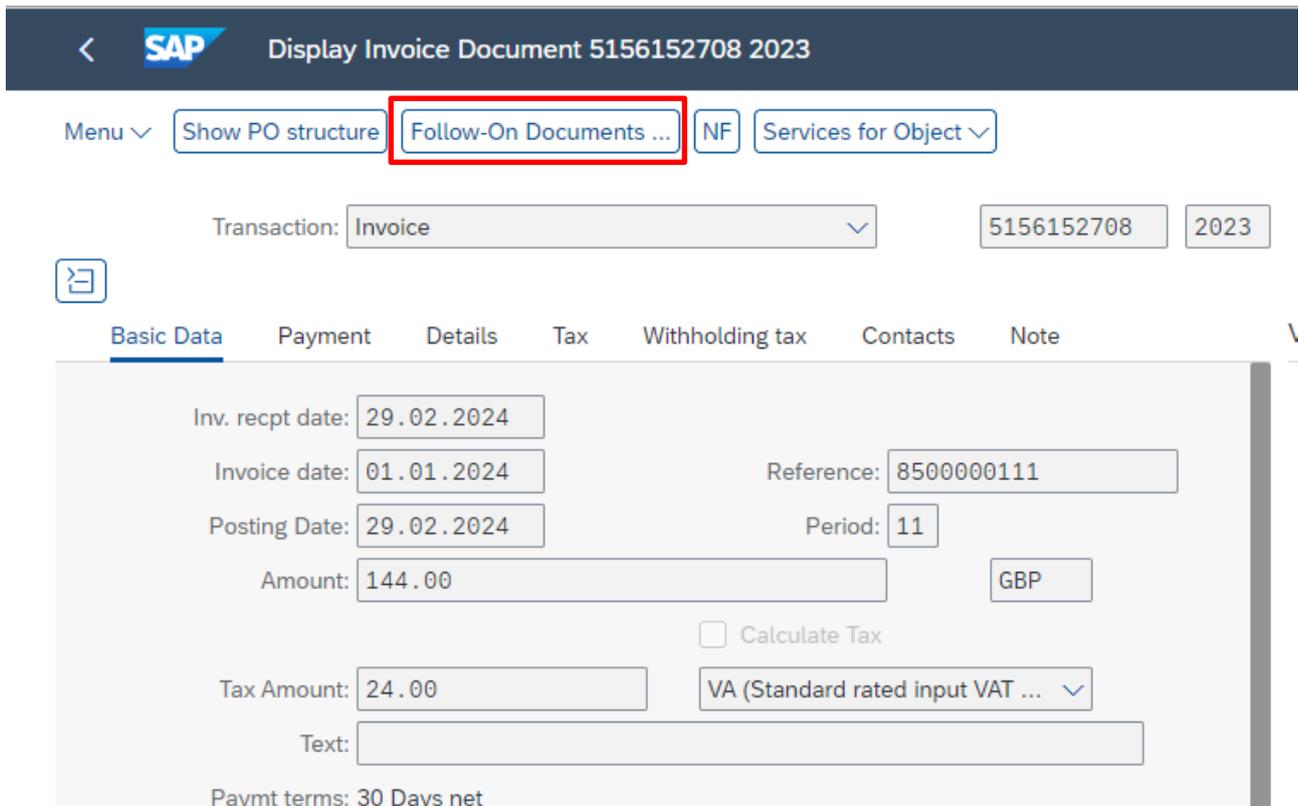
- Click on the **Invoice receipt document number** (begins 51) in the Purchase History tab



The screenshot shows the SAP Purchase Order History tab for item '10] Test item 2'. The 'Purchase Order History' tab is highlighted with a red box. The table below shows the transaction history:

Short Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amt.in Loc.Cur.
WE	101	5001434371	1	29.02.2024	1.000	0.000	EA	2.00
Tr./Ev. Goods receipt					1.000		EA	2.00
RE-L		5156152708	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**.



The screenshot shows the SAP 'Display Invoice Document' screen for document 5156152708 in 2023. The 'Follow-On Documents ...' button is highlighted with a red box. The 'Transaction' is set to 'Invoice'. The 'Basic Data' tab is selected, showing the following details:

Inv. rcpt date:	29.02.2024	Reference:	8500000111
Invoice date:	01.01.2024	Period:	11
Posting Date:	29.02.2024	Amount:	144.00 GBP
Tax Amount:	24.00	Calculate Tax:	<input type="checkbox"/>
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 Accounting

Document Number	Object type text
5100064629	Accounting document
A000013700	Controlling Document

 Original document  

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

Document Number: 5100064629 Company Code: 1000 Fiscal Year: 2023
 Document Date: 01.01.2024 Posting Date: 29.02.2024 Period: 11
 Reference: 8500000111 Cross-Comp.No.:
 Currency: GBP Texts Exist: Ledger Group:

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		

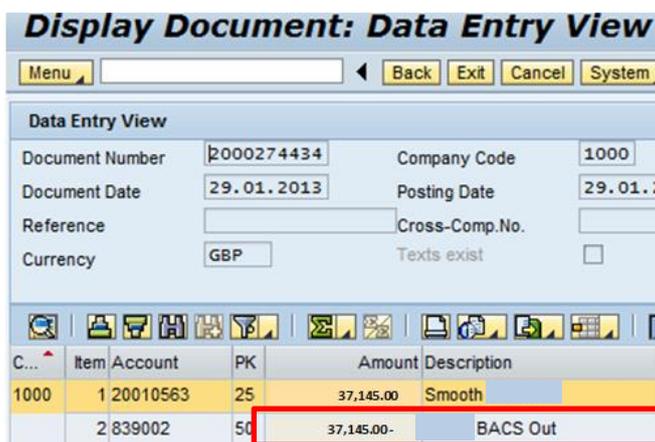
- If the column is populated **Double click** on the actual 10 digit Clearing document number
- This screen will show the payment date in **Clearing**. This payment will be in the Vendor's bank account two days after this date quoting the Clearing reference number

Vendor: 20010563 Smooth G/L Acc: 840999
 Company Code: 1000 Avalon House
 Derbyshire County Council Leeds Doc. no. 5100067749

Line Item 1 / Invoice / 31
 Amount: 2,700.00 GBP
 Tax code: VA

Additional Data
 Bus. Area: Disc. base: 2,250.00 GBP Disc. Amount: 0.00 GBP
 Payt Terms: ZP30 Days/percent: 30 0.000 % 0 0.000 % 0
 Blne Date: 13.12.2012 Fixed:
 Pmnt Block: Invoice ref.: / / 0
 Pmt Method: **Clearing: 29.01.2013 / 2000274434**
 Assignment: 5100067749

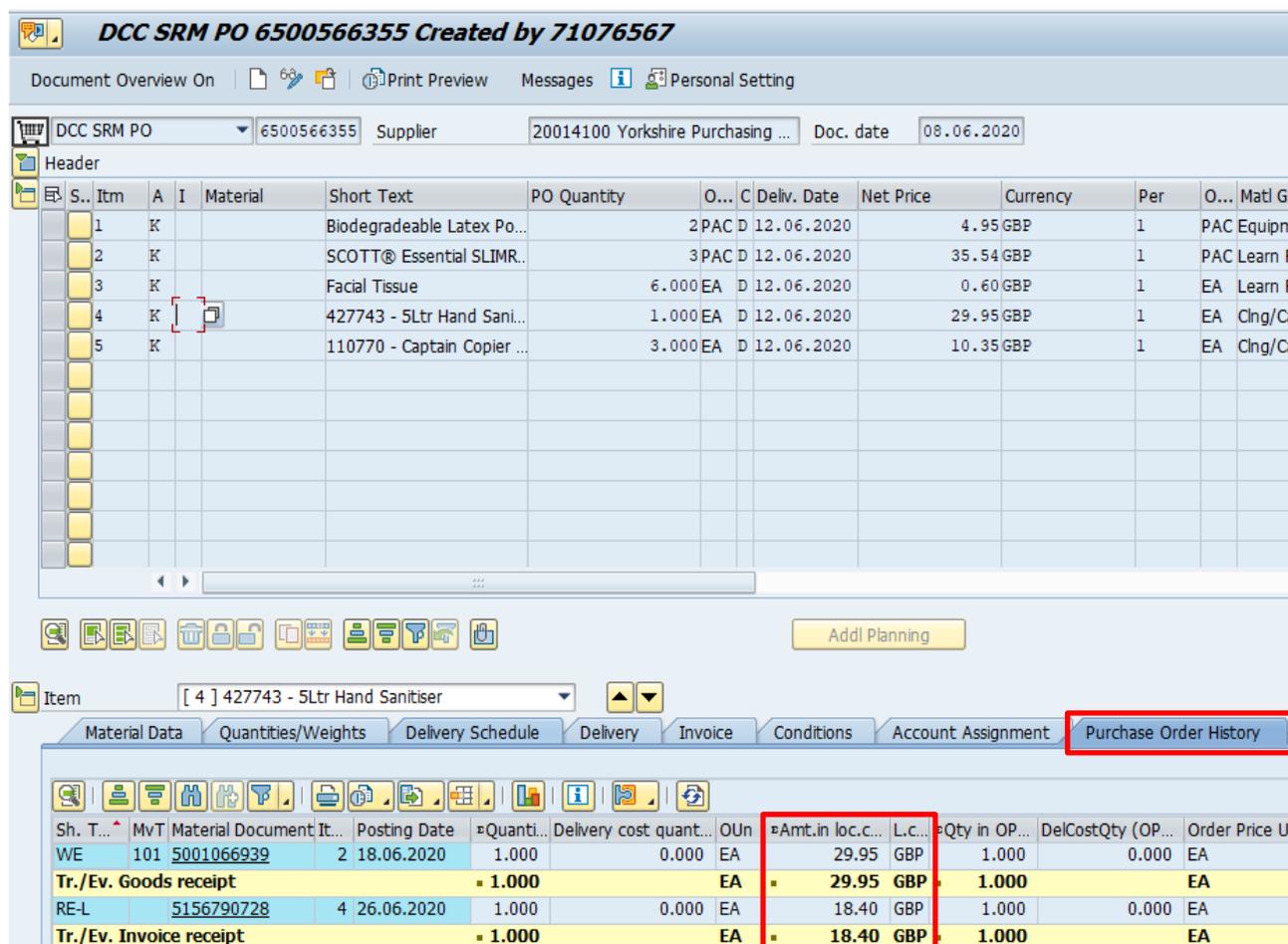
- A payment to a Vendor **may** be made up of several PO payments, including your own. To see if your PO payment was part of a larger amount, **double-click** on the **Clearing number** next to the clearing date
- You can then view the total amount paid to the Vendor, which includes your payment



- 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.



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 x £1.00 = £10.00.

On the Purchase Order History tab, the line shows a **Goods receipt** figure of £10.00 and £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.

The screenshot displays the SAP Fiori interface for a purchase order. The title bar reads "DCC Non Stock PO 8500000112 Created by Morgana Dickinson". Below the title bar, there are navigation options: "Document Overview On", "Print Preview", "Messages", and "Personal Setting". The main header area shows "DCC Non Stock PO" with a dropdown, the PO number "8500000112", the supplier "20016625 Muffoz Inc.", and the document date "29.02.2024".

The main table lists the purchase order items. The first item is "10" with a short text of "Test", a quantity of "10.000", and a net price of "1.00 GBP".

Below the main table, there is a section for "Item [10] Test" with several tabs: "Material Data", "Quantities/Weights", "Delivery Schedule", "Delivery", "Invoice", "Conditions", "Account Assignment", and "Purchase Order History". The "Purchase Order History" tab is highlighted with a red box.

The "Purchase Order History" table shows the following data:

Sh. T...	MVT	Material	Docume...	It...	Posting Date	Quantity	Delivery cost quanti...	O...	Amt.in Loc.C...	L.cur	Qty in OP...	DelCostQty (OPU...	Order Price
WE	101	5001434372		1	29.02.2024	10.000	0.000	EA	10.00	GBP	10.000	0.000	EA
Tr./Ev. Goods receipt						10.000		EA	10.00	GBP	10.000		EA
RE-L		5156152707		1	29.02.2024	10.000	0.000	EA	20.00	GBP	10.000	0.000	EA
Tr./Ev. Invoice receipt						10.000		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.