


Section 12: View Purchase Order Transaction ME23N – Display Purchase Order

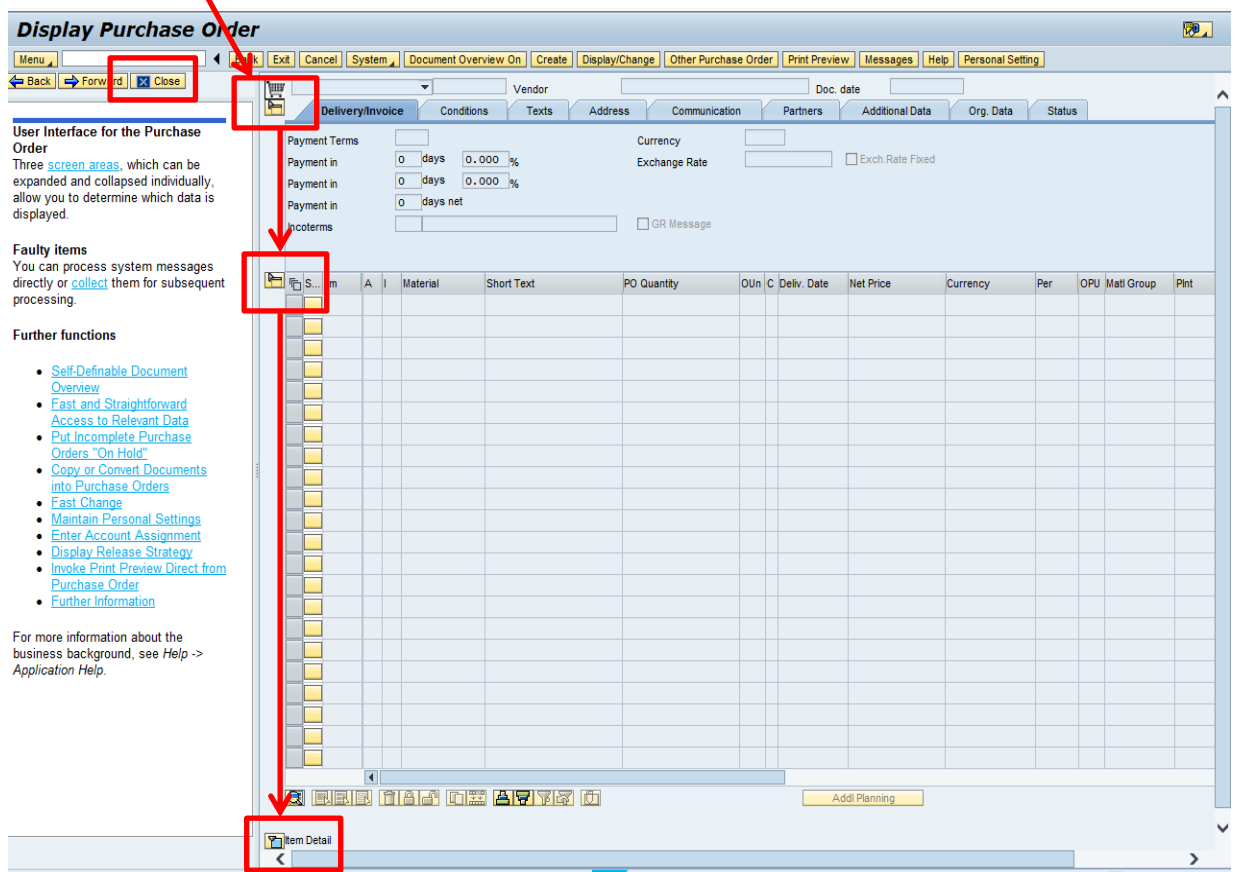
This transaction allows you to view information on a single Purchase Order including goods receipt and invoice information, and how to see if a vendor has been paid.

- Log into SAP
- Type **ME23N** in the menu transaction field and click **Enter** or double click on ME23N if stored in your **Favorites**

12.1 Initial set up of ME23N screen

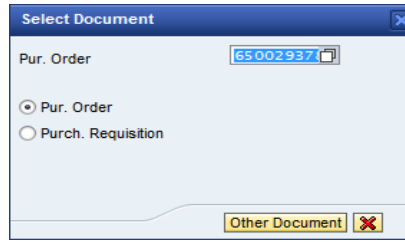
The first time you go into ME23N, your screen will display as below. To edit this:


- **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



12.2 Viewing information of a Purchase Order (PO)

- Click on **Other Purchase Order**
- Type the **PO number** in the **Pur.Order** field, click **Enter** on your keyboard



- 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

DCC SRM PO 6500095007 Created by A SMITH

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | **Other Purchase Order** | Print Preview | Messages | Help | Personal Setting

DCC SRM PO 6500095007 Vendor 20010563 Smooth Wall Ltd Doc. date 27.11.2012

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Currency	Per	O...	Matl Group	Plnt	Stor. Loca
1	K		Guardian Web Filter Rene	1	EA	D 12.12.2012	260.00	GBP	1	EA	Computer So	CAYA Schools	
2	K		Guardian Web Filter 500-9	1	EA	D 12.12.2012	1,690.00	GBP	1	EA	Computer So	CAYA Schools	
3	K		Support Contract	1	EA	D 12.12.2012	300.00	GBP	1	EA	Computer So	CAYA Schools	

This is the **Item Overview** area which displays a brief description, quantity, delivery date and net price for each line item on the PO.

[1] Guardian Web Filter Renewal

The first line of the PO is always displayed first. Use the arrows to scroll up and down to view each line.

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

*S...	MVT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	O...	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000158027		1 28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Goods receipt					1		EA	260.00	GBP	1		EA
RE-L		5105658109		1 28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Invoice receipt					1		EA	260.00	GBP	1		EA

This is the **Item Details** area which displays more detailed information in different tabs including Account Assignment (cost centre/GL code), Purchase Order History (goods receiving and invoice).

12.3 Viewing the goods receipt information

- A **Purchase Order History** tab will appear only when goods have been receipted in OrderPoint
- 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 OrderPoint
- You can also view if there have been any price variances by viewing the **Amount** fields

DCC SRM PO 6500095007 Created by A SMITH

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help | Personal Setting

DCC SRM PO 6500095007 Vendor 20010563 Smooth Wall Ltd Doc. date 27.11.2012

Header

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Currency	Per	O...	Matl Group	Plnt	Stor. Loca
1	K		Guardian Web Filter Rene	1	EA	D 12.12.2012	260.00 GBP		1	EA	Computer SoCAYA Schools		
2	K		Guardian Web Filter 500-9	1	EA	D 12.12.2012	1,690.00 GBP		1	EA	Computer SoCAYA Schools		
3	K		Support Contract	1	EA	D 12.12.2012	300.00 GBP		1	EA	Computer SoCAYA Schools		

Add Planning

Item [1] Guardian Web Filter Renewal

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

Basic List

*S...	MVT	Material Do...	Item	Posting Date	*Quantity	Delivery cost quantity	O...	*Amount in LC	L_cur	*Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000158027	1	28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Goods receipt					1		EA	260.00	GBP	1		EA
RE-L		5105658109	1	28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Invoice receipt					1		EA	260.00	GBP	1		EA

12.4 Viewing the invoice

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

Item [1] Guardian Web Filter Renewal

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

Basic List

*S...	MVT	Material Do...	Item	Posting Date	*Quantity	Delivery cost quantity	O...	*Amount in LC	L_cur	*Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000158027	1	28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Goods receipt					1		EA	260.00	GBP	1		EA
RE-L		5105658109	1	28.01.2013	1	0	EA	260.00	GBP	1	0	EA
Tr./Ev. Invoice receipt					1		EA	260.00	GBP	1		EA

Section 12 ME23N View Purchase Order V2 April 2017

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

Display Invoice Document 5105658109 2012

Transaction Invoice 5105658109 2012

Basic data Payment Details Tax Withholding tax

Invoice date 13.12.2012 Reference 0000120626
 Posting Date 28.01.2013 Period 10
 Amount 2,700.00 GBP Calculate tax
 Tax Amount 450.00 VA (Standard rated input...
 Text
 Paymt terms 30 Days net
 Baseline Date 13.12.2012
 Company Code 1000 Derbyshire County Council Great Britain

Vendor 0020010563
 Smooth Wall Ltd
 1 John Charles Way
 Leeds
 West Yorkshire LS12 6QA
 0870 1999 500
 Bank acct 12102994
 HSBC BANK PLC, High Street

Item	Amount	Quantity	O...	Purchase ...	Item	Smart Number	PO Text
1	260.00		1 EA		6580095807 1		Guardian W
2	1,690.00		1 EA		6580095807 2		Guardian W
3	300.00		1 EA		6580095807 3		Support Cor

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

Display Invoice Document 5105658109 2012

Service: Attachment list

AttachmentFor5105658109

Icon	Title	Creator Name	Created On
	VIM PO vendor invoice		28.01.2013

Information

PO Text
Guardian W
Guardian W
Support Cor

- A copy of the invoice will display
- Once viewed, close out, then click on the **cross** (in the above screen) then click **Back** to take you back to the ME23N screen

12.5 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

Section 12 ME23N View Purchase Order V2 April 2017

*S...	MVT	Material Do...	Item	Posting Date	=Quantity	Delivery cost quantity	O...	=Amount in LC	L_cur	=Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000158027		1 28.01.2013	1		0 EA	260.00	GBP	1		0 EA
Tr./Ev. Goods receipt												
RE-L		5105658109		1 28.01.2013	1		0 EA	260.00	GBP	1		0 EA
Tr./Ev. Invoice receipt												

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

Display Invoice Document 5105658109 2012

Transaction: Invoice 5105658109 2012

Vendor 0020010563
Smooth Wall Ltd
1 John Charles Way
Leeds
West Yorkshire LS12 6QA
0870 1999 500
Bank acct 12102994
HSBC BANK PLC, High Street

Item	Amount	Quantity	O...	Purchase ...	Item	Smart Number	PO Text
1	260.00	1	EA	6500095007	1		Guardian W
2	1,690.00	1	EA	6500095007	2		Guardian W
3	300.00	1	EA	6500095007	3		Support Cor

- In this following screen, if there is a **Clearing document number** the payment has been sent to the vendor

Display Document: Data Entry View

Document Number: 5100067749 Company Code: 1000 Fiscal Year: 2012
Document Date: 13.12.2012 Posting Date: 28.01.2013 Period: 10
Reference: 0000120626 Cross-Comp.No.:
Currency: GBP Texts exist: Ledger Group:

*C...	It...	Account	PK	Amount	Description	Text	Clrng doc.	Curr.	Tx	G/L Account
1000	1	20010563	31	2,700.00	Smooth Wall Ltd		2000274434	GBP	VA	840999
	2	703200	86	260.00	Gds Rcd/Inv Rcd A/c		1000548252	GBP	VA	703200
	3	703200	86	1,690.00	Gds Rcd/Inv Rcd A/c		1000548253	GBP	VA	703200
	4	703200	86	300.00	Gds Rcd/Inv Rcd A/c		1000548254	GBP	VA	703200
	5	704200	40	450.00	Input VAT			GBP	VA	704200

- **Double click** on the Clearing document number
- This screen will show the payment date in **Clearing**. This payment will be in the Vendor's bank 2 to 3 days after this date with the Clearing reference number alongside

12.6 Viewing a Price discrepancy due to invoice paid amount being less than the order placed

- In this example below in the Purchase Order History tab, line item 1 on the PO shows a **Goods receipt** figure of £5.63 and £4.98 for the **Invoice receipt**
- This will generate a credit to the ledger for the difference

DCC SRM PO 6500095041 Created by

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help | Personal Setting

DCC SRM PO 6500095041 Vendor 20011348 West Mercia Supplies Doc. date 27.11.2012

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Currency	Per	O...	Matl Group	Pint	Stor. Loca
1	F	85481	Large Glue Stick	1	PACD	03.12.2012	5.63	GBP	1		PACLearn Resrc	CAYA Schools	
2	F	85481	Large Glue Stick	1	PACD	03.12.2012	5.62	GBP	1		PACLearn Resrc	CAYA Schools	

Item: [1] 85481 Large Glue Stick

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

S...	MVT	Material Do...	Item	Posting Date	=Quantity	Delivery cost quantity	O...	=Amount in LC	L.cur	=Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000148760	1	18.12.2012	1	0	PAC	5.63	GBP	1	0	PAC
Tr./Ev.		Goods receipt			1		PAC	5.63	GBP	1		PAC
RE-L		5105650442	1	24.12.2012	1	0	PAC	4.98	GBP	1	0	PAC
Tr./Ev.		Invoice receipt			1		PAC	4.98	GBP	1		PAC

12.7 Viewing a Price discrepancy due to invoice paid amount being greater than the order placed

- In this example below in the Purchase Order History tab, the line shows a **Goods receipt** figure of £10.00 and £32.49 for the **Invoice receipt**
- The difference in price will show as an additional line item debit on reports

DCC SRM PO 6500093727 Created by

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help | Personal Setting

DCC SRM PO 6500093727 Vendor 20015399 MK Floortec Services Ltd Doc. date 19.11.2012

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Currency	Per	O...	Matl Group	Pint	Stor. Loca
1	K		Repair of Victor Lite	1	EA	026.11.2012	10.00	GBP	1		EA	Cleaning Equ	

Item: [1] Repair of Victor Lite

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

S...	MVT	Material Do...	Item	Posting Date	=Quantity	Delivery cost quantity	O...	=Amount in LC	L.cur	=Qty in OPUn	DelCostQty (OPUn)	Or...
WE	101	5000144403	1	04.12.2012	1	0	EA	10.00	GBP	1	0	EA
Tr./Ev.		Goods receipt			1		EA	10.00	GBP	1		EA
RE-L		5105645274	1	04.12.2012	1	0	EA	32.49	GBP	1	0	EA
Tr./Ev.		Invoice receipt			1		EA	32.49	GBP	1		EA