

Materials Management SAP Implementation at IESCO

Training Document Stock Materials Procurement

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Stock Materials Procurement

1 Purpose

This scenario deals with activities during the procurement process. It also describes the goods receipt of stock materials and invoice receipts by line item.

In addition, stock materials (goods) are entered with material number. Inventory and value both are updated in the system upon goods receipt.

Upon receipt of invoices from the vendor, they are entered with reference to corresponding purchase order, providing a three-way match of purchase order value, goods receipt value and invoice value.

Prerequisites

Essential master and organizational data was created in your ERP system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, services and vendors.

1.1 Process Steps

In this document, you create procurement scenario for stock materials.

1.1.1 Creating Purchase Requisition

Use

In this activity, you create a purchase requisition.

Procedure

1. Open “Create Purchase Requisition” App. from Fiori Launchpad.
2. On the *Create Purchase Requisition* screen, enter the following values and choose *Enter*:

Field name	Description	User action and values	Comments
Document Type		As per requirement	For example: IESCO Local Purchase
Material (Item Overview)		As per requirement	For example: 10128
Quantity (Item Overview)		As per requirement	5
Plant (Item Overview)		As per requirement	For exapample: 200
Purchasing Group		As per requirement	For exapample: 052

Menu ▾
Back
Exit
Cancel
System ▾
Document Overview On
Create
Display/Change
Other Purchase Requisition
Help
Personal S

IESCO Local Purchase ▾
5100000234

Texts

An...
Header note

Continuous-text edit:
▾

Table

Filter

Print

Default Values

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.
	10			10128	25 KVA Transformer	5	EA	D	19.04.2018	T&P FOR M 1	IESCO RS Raw		052	

3. After selecting the material, enter the Quantity, P/ Group, Plant and Press Enter.
4. Press the check button to see if there is any error.
5. Choose Save or CTRL+S.
6. Document number will be generated: [5100000234](#)

Result

Purchase requisition is created.

1.1.2 Approval of Purchase Requisition

Use

In this activity you approve a purchase requisition.

Procedure

1. Open "Release Purchase Requisition" App. from Fiori Launchpad.
2. Enter Purchase Requisition Number: by selecting Other Purchase Requisition.

Display Purchase Req. 5100000183

Display Purchase Req. 5100000183

Document Overview On Display/Change **Other Purchase Requisition** Help Personal

Select Document

Purchase Requisition **5100000234**

☐ Pur. Order
☒ Purch. Requisition
☐ SRM Contract

Other Document

Quantity	Unit	C	Deliv. Date	Matr Group	Plant	Stor. Loc.	PGr
10	M	D	14.02.2018	CABLES & A	Riphah Univers		050

3. Got to Release Strategy Tab in the Header Data of Purchase Requisition.
4. Release by pressing tick button, then save the Purchase Requisition.

Release Purchase Req. 5100000234

Release Purchase Req. 5100000234

5100000234

Code	Description	Processor	Status	Rele...
AA	Initiator		▲	☒
AB	DD MM	MM-03		
BB	C.E MM	MM-02		
DD	GM TECH	MM-03		

01 PR RELEASE
PA Purchase Requisition
X Blocked

Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc
10128	25 KVA Transformer	5	EA	D	19.04.2018	T&P FOR M 1	IESCO RS Rav	

- a. It will be released by all other approving authorities in the same way.

    **Release Purchase Req. 5100000234**

SAP **Release Purchase Req. 5100000234**

Menu  **Save** Back Exit Cancel System Document Overview On Display/Change Other Purchase Requisition

 IESCO Local Purchase

 Texts Release strategy

Release group	01	PR RELEASE	Code	Description	Processor	Status	Rele...
Release Strategy	PA	Purchase Requisition	AA	Initiator		✓	
			AB	DD MM	MM-03	✓	
			BB	C.E MM	MM-02	✓	
Release Indicator	2	RFQ/purchase order	DD	GM TECH	MM-03	✓	



Result

Purchase requisition is approved.

1.1.3 Creating Request of Quotation

Use

In this activity you create requests for quotations.

Procedure

1. Open "Create RFQ" App. from Fiori Launchpad.
2. On the *Create RFQ: Initial Screen*, make the following entries and choose *Enter*:

Field name	Description	User action and values	Comment
RFQ type		As per requirement	For example: IESCO Local Purchase
Language		EN	
Quotation deadline		<A date before delivery date>	for example, today's date + 14 days
Purchasing Organization		As per requirement	For example: 1000
Purchasing Group		As per requirement	For example: 052
RFQ Date		As per requirement	19.04.2018
Quotation Deadline		As per requirement	19.04.2018





Menu   Back Exit Cancel System 

RFQ Type

IQ01

Language Key

EN

RFQ Date

19.04.2018

Quotation Deadline

19.04.2018

RFQ

Organizational Data

Purch. organization

1000

Purchasing Group

052 

3. To create a quotation with reference to a purchase requisition, choose "Reference to PReq", select desired Purchase Requisition Number and press Enter.

The screenshot displays the SAP GUI for HTML interface for creating an RFQ. The main window is titled "SAP GUI for HTML" and "Create RFQ : Initial Screen". A toolbar at the top includes buttons for "Back", "Exit", "Cancel", "System", "Overview", "Header Details", "Copy Document", and "Reference to PReq". The "Reference to PReq" button is highlighted with a red rectangle. Below the toolbar, a dialog box titled "Selection of Purchase Requisitions" is open. It contains a table with the following fields: "Purchase Req.", "Requisn. item", "Purch. Group", "Document Type", "Material", "MPN material", and "Plant". The "Purchase Req." field is populated with "P100000234" and is also highlighted with a red rectangle. The "Purch. Group" field is populated with "052".

4. Select the required line item and press Adopt+Details. All information of adopted materials will be copied in RFQ document.

Create RFQ : Selection List: Purchase F

Create RFQ : Selection List: Purch

Menu ▾
 ◀

	Pur. Req.	Item	Material	Short Text	PInt	SLoc	I	A	Cls	Qty	Un	C
☐	51000002...		10128	25 KVA Transformer	200				☐	5.000	EA	D
☐												
☐												
☐												

5. Enter Delivery Date : 20.04.2018 and press Enter.

👤 < 🏠 **SAP**

SAP

Menu ▾

Save

Back

Exit

Cancel

System ▾

Next

Item

10

ItCat.

Material

10128

Short Text

25 KVA Transformer

Mat. Grp

55000

Quantity and Date

RFQ Quantity	5	EA	QuotDdln	19.04.2018
Delivery Date	02.04.2018			

Deadline Monitoring

1st Rem./Exped.		TrackingNo		
2nd Rem./Exped.		S. Mat		

6. Choose *Header Details*.

SAP Create RFQ : Item Overview

Menu * Save Back Exit Cancel System Select All Items Deselect All Select Start/End of Block Enter Lines Delete Header Details **Supplier Address**

RFQ RFQ Type RFQ Date 19.04.2018
Vendor QuotDdin 19.04.2018

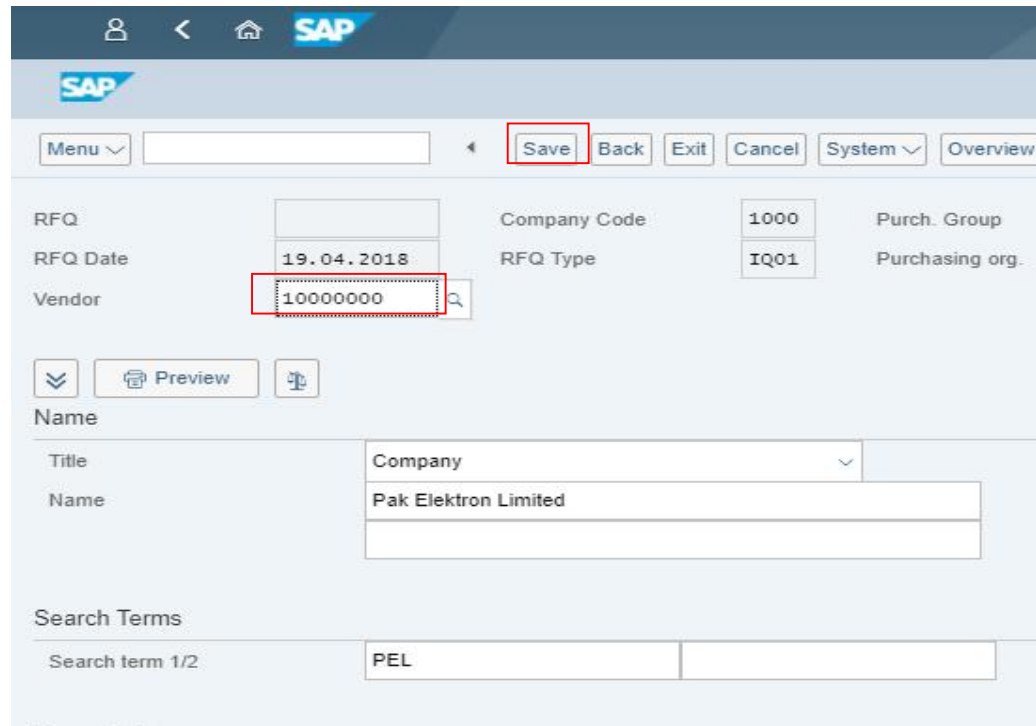
RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Mat. Grp	Pint	SLoc	U	le...
10		10128	25 KVA Transformer		S	EA	D	20.01.20...	55000	200		
20							D					
30							D					
40							D					
50							D					
60							D					
70							D					

7. Choose Vendor Address (F7) or choose menu Header → Supplier Address.

8. Select the Vendor

Field name	Description	User action and values	Comment
Vendor	Vendor number	Any vendor number	For example: 10000000



The screenshot shows the SAP RFQ (Request for Quotation) creation interface. At the top, there is a navigation bar with a user icon, back and home arrows, and the SAP logo. Below this is a menu bar with a 'Menu' dropdown, a search field, and buttons for 'Save', 'Back', 'Exit', 'Cancel', 'System', and 'Overview'. The 'Save' button is highlighted with a red box. The main form area contains fields for 'RFQ' (empty), 'RFQ Date' (19.04.2018), 'Company Code' (1000), 'RFQ Type' (IQ01), 'Purch. Group' (empty), and 'Purchasing org.' (empty). The 'Vendor' field contains the value '10000000' and is also highlighted with a red box. Below these fields are buttons for 'Preview' and a magnifying glass icon. The 'Name' section shows a dropdown for 'Title' set to 'Company' and a text field for 'Name' containing 'Pak Elektron Limited'. The 'Search Terms' section has a field for 'Search term 1/2' containing 'PEL'.

9. Choose Save.
10. Note the RFQ numbers that appear at the bottom of the screen: [6100000048](#)
11. Repeat steps 7-9 if the RFQ will be sent to more than one vendor: [6100000049](#).

12. Choose *Exit*.

Result

The RFQs are created.

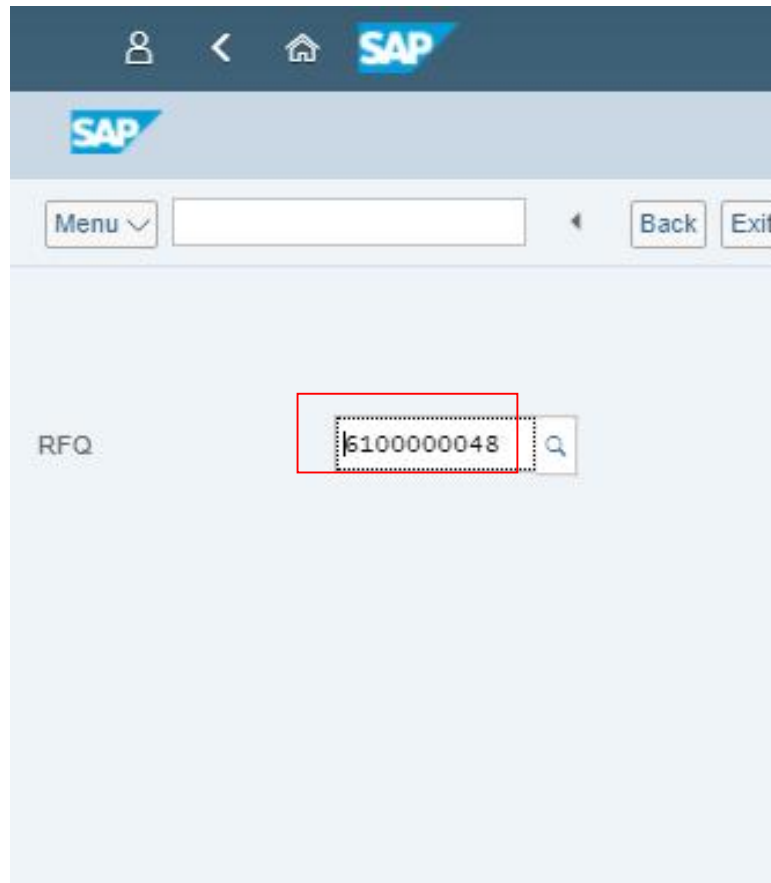
1.1.4 Maintaining Quotations

Use

In this activity you maintain the different quotations of the vendors.

Procedure

1. Open "Create Quotation" App. from Fiori Launchpad.
2. On the *Maintain Quotation: Initial Screen*, enter the first of your RFQ numbers (from the previous step), and choose *Overview (F8)*:



The screenshot shows the SAP RFQ Item Overview screen. At the top, there is a dark blue header bar with icons for user, navigation, and home, followed by the SAP logo. Below this is a light blue bar with the SAP logo and a search bar. The main area has a light blue background. On the left, the text 'RFQ' is visible. In the center, there is a field containing the number '6100000048', which is highlighted with a red rectangular box. To the right of this field is a magnifying glass icon. Above the search bar, there are buttons for 'Menu', 'Back', and 'Exit'.

3. On the *Maintain Quotation: Item Overview* screen, enter a price in the *Net Price* field, and choose *Save*.

SAP Maintain Quotation : Item Overview

Save Back Exit Cancel System Select All Items Deselect All Select Start/End of

6100000048 RFQ Type IQ01 RFQ Date 19.04.2018
10000000 Pak Elektron Limited QuotDdn 19.04.2018

Quotation Items

Item	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Net Price	Per
10	10128	25 KVA Transformer	5	EA	D	20.04.20...	95,000.00	1

- Repeat these steps for all your RFQs or quotations.

1.1.5 Comparing and Selecting Vendors

Use

This can be done once all quotations have been entered. The quotations from the different vendors will now be compared.

Procedure

1. Open “Price Comparison List” App. Fiori Launchpad.
2. On the *Price Comparison List* screen, make the following entries:

Field name	Description	User action and values	Comment
Purchasing Organization		As per requirement	For example, 1000,
Quotation		As per requirement	6100000048 & 6100000049

3. Execute by choosing *Execute* or *F8*.





Menu ▾

Save as Variant...

Back

Exit

Cancel

System ▾

Execute

Purchasing Organization

1000

Quotation

6100000048

to

6100000049

Collective RFQ

to

Supplier

to

Material

to

Comparison Values

SAP

Menu Save Market Price Back Exit Cancel System

Material	Sh. Text	Qty. in Base Unit	Quot. :	Bidder:	Name:	Val. :	Price:	Rank:
10128	25 KVA Transformer	5 EA	6100000048	10000000	Pak Elektron Limi	475,000.00	95,000.00	1 98 %
			6100000049	10000011	Mohsin Abbasi Tes	490,000.00	98,000.00	2 102 %
Total Quot.						475,000.00		1 98 %
						490,000.00		2 102 %

- Select the vendor you want to reject, and choose the *Maintain Quotation*.
- On the *Maintain Quotation* screen, select the item line and choose *Item Details* (F2).
- On the *Maintain Quotation: Item Overview* screen, in the *Quotation data* section, select the *Rej. Ind.* checkbox (for rejection), enter reason of rejection and press save

SAP

Menu Save Back Exit

Item: 6100000049 10 ItCat.

Material: 10128

Short Text: 25 KVA Transformer

Mat. Grp: 55000

Quantity and Date

RFQ Quantity: 5 EA QuotDdir

Delivery Date: D 20.04.2016

Deadline Monitoring

1st Rem./Exped. TrackingI

2nd Rem./Exped. S. Mat.

3rd Rem./Exped.

No. Exped. 0

Quotation Data

Net Order Price: 98,000.00 PKR / 1

Qty Conv: 1 FA <-> 1 FA

Quot. Comment: AB1

☒ Rej. Ind.

7. Repeat steps 4-6 to reject additional vendors.

Result

Price Comparison has been performed.

Creating PO for Stock Materials

Use

This activity creates a purchase order for stock materials.

Procedure

1. Open "Create Purchase Order Advance" App. from Fiori Launchpad.
2. To create a Purchase Order with reference to a purchase requisition, choose *My Purchase Requisition from selection variant by document overview* and enter the *Purchase Requisition Number in document number field*. By doing this, system accesses all the information that is saved in the referenced document.
3. To create a Purchase Order with reference to a RFQ, choose *Request for Quotation from selection variant by document overview* and enter the *RFQ Number in document number field*. By doing this, system accesses all the information that is saved in the referenced document.

SAP

Menu Save Back Exit Cancel System Document Overview Off

No variant defined

Please choose a variant for the document overview

Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents

IESCO Local Purchase

Delivery/Invoice Texts Address Communication

Purch. Org.

Purch. Group

Company Code IESCO

...	Itm	A	I	Material	Short Text
-----	-----	---	---	----------	------------

1. Click on Request for Quotation. Enter desired RFQ Document in the Purchasing Document and press Execute.

The screenshot shows the SAP 'Program selections' screen. At the top, there is a navigation bar with icons for user, back, home, and SAP logo. Below this is a toolbar with buttons: 'Menu', a search field, 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red rectangle. The main area is titled 'Program selections' and contains a list of fields for selection. The 'Purchasing Document' field is highlighted with a red rectangle and contains the value '6100000048'. The fields are arranged in a table-like structure with 'to' indicators between columns.

Field	Value	to	Value
Material Number		to	
Selection Parameters		to	
Plant		to	
Material Short Text		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Purchasing Organization		to	
Purchasing Group		to	
Purchasing Document	6100000048	to	
Name of Person Responsible		to	

4. Select the RFQ Number and Adopt. All the Data will be copied from RFQ to PO.

Document Overview
SAP&MEPOANFR

Save **Back** **Exit** **Cancel** **System** **Document**

IESCO Local Purchase

Delivery/Invoice Conditions Texts Ad

Purch. Org. 1000 Materials Manager

Purch. Group 052 A&D MM

Company Code 1000 IESCO

Purch.Doc.
☒ 6100000048

5. Check the PO and if there is no error Save the PO.
6. PO number will be generated: **7100000177**

RESULT

Purchase order is created.

Note:

1. To create a Purchase Order without reference, input the required information as mentioned below.
2. On the *Initial* screen, make the following entries and choose *Enter*:

Field name	Description	User action and values	Comment
PO type		As per requirement	IESCO Local Purchase
Purchasing Organization (Org. Data)		As per requirement	For example: 1000, 2000
Purchasing Group (Org. Data)		As per requirement	For example: 051
Company Code (Org. Data)		As per requirement	For example: 1000
Vendor		As per requirement	For example: 10000000

3. On the item line, make the following entries and choose Enter.

Field name	Description	User action and values	Comment
------------	-------------	------------------------	---------

Field name	Description	User action and values	Comment
Material Code		As per requirement	For example: 10128
Quantity		As per requirement	For example: 1
OUn		As per requirement	Enter order unit: EA
Net price		As per requirement	For example: 1000
Plant		As per requirement	For example: 200
Currency		As per requirement	For example: PKR
Tax Code		As per requirement	Enter tax code: V0

4. Choose Save.

1.1.6 Print Purchase Order

Use

This procedure explains the steps for Purchase Order printing.

Procedure

1. Open "Print Purchase Order" App. from Fiori Launchpad.
2. Enter Purchase Order Number in Document Number.

Purchasing Document Data	
Document Number	7100000177
Supplier	
Purchasing Organization	
Purchasing Group	
Document Type	
Document Date	

3. Press Execute.

Message Output

Message Output

Menu ▾
Back
Exit
Cancel
System ▾

First Column
Column Left
Column Right
Last Column

Sort in Ascending Order
Sort in Descending Order

Select All
Deselect All

Set Filter
Current Layout
List Status...

Output Message
...

Purch.Doc.	Vendor	Name 1	PGr	Doc.	Date
Msg.	Lng	Partner	Role	Created	On Time
Time	N	User	Name	Output	Device
Name	Fax	number	Chng.		
7100000177	10000000	Pak Elektron Limited	051	19.04.2018	
☒	ZNEU EN	10000000	LF	19.04.2018 16:40:34	3 MM-02 LP01

Display Message (Shift+F8)

Message Details (Shift+F8)

Trial Printout (Shift+F4)

4. Tick the PO Line and press "Display Message". At next screen, tick Print Now and press Print Preview.

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

OFFICE OF THE MANAGER IESCO
(Material Management)
IESCO, Islamabad
Tel: Ext: Fax No:

PURCHASE ORDER

P.O. No. 7100000177 Dated: 19.04.2018

10000000
Pricing:
Pak Election Limited
Walton Road
45000 LAHORE

SUBJECT:
Reference:

IESCO is pleased to place "PURCHASE ORDER" for the supply of under noted material at the rates mentioned hereunder, subject to the general conditions of the contract for purchase, WAPDA purchase procedure dated 12.08.1984 (amended to date) and special conditions laid down in this purchase order:

A. DESCRIPTION OF STORES.

Item	Mat. Code	Description	Unit	Quantity	Unit Price	Value w/o GST	GST (%)	Grand Total
1	10120	25 KVA Transformer	EA	3,000	15,000.00	45,000.00	0.00 (0.0)	45,000.00
Total								45,000.00

DS1 (200) as frame 2

5. Press Print button to send print to printer.

Result

Purchase Order print will be done.

1.1.7 Approval of Purchase Order

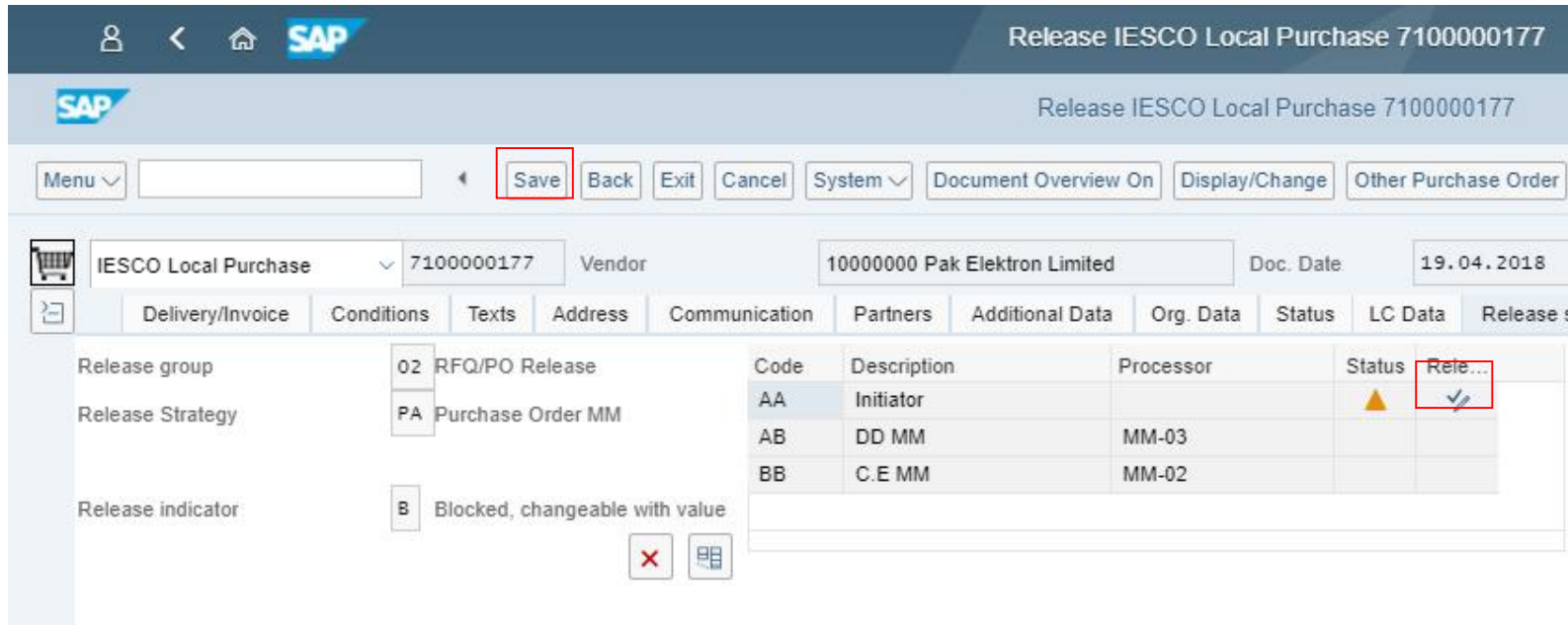
Use

This activity is used to approve Purchase Order.

Procedure

1. Open "Release Purchase Order" App. from Fiori Launchpad.

2. Press Other Purchase Order, Enter Purchase Order: 71000000177 and press enter.



Release IESCO Local Purchase 7100000177

Release IESCO Local Purchase 7100000177

Menu Save Back Exit Cancel System Document Overview On Display/Change Other Purchase Order

IESCO Local Purchase 7100000177 Vendor 10000000 Pak Elektron Limited Doc. Date 19.04.2018

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status LC Data Release s

Release group	Code	Description	Processor	Status	Release...
02 RFQ/PO Release	AA	Initiator		▲	✓
Release Strategy	AB	DD MM	MM-03		
	BB	C.E MM	MM-02		

Release indicator B Blocked, changeable with value

✖ 📄

3. Press Release Tick and Save PO.
4. It will be released by all other approving authorities in the same way.

1.1.8 Goods Receipt of Stock Materials

Use

Post the receipt of stock materials.

Procedure

1. Open "Post Goods Receipt" from Fiori Launchpad.
2. Select Action as Goods Receipt and Reference as Purchase Order.
3. On the initial screen, enter the purchase order number and choose Enter.
4. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.

Goods Receipt Purchase Order 7100000177 - MM-02

Goods Receipt Purchase Order 7100000177 - MM-02

Post Back Exit Cancel System Hide Overview Restart Hold Check Post Help

Goods Receipt Purchase Order 7100000177 GR goods receipt 101

General Vendor Additional Header

Document Date 19.04.2018 Delivery Note Vendor Pak Elektron Limited

Posting Date 19.04.2018 Bill of Lading HeaderText

☒ Collective Slip GR/GI Slip No.

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Profit Center	WIP Batch	Batch	Value
1	25 KVA Transformer	☒	5	EA	RS Rwp Open Yard	10200			T/F

5. On the Where tab page Enter the storage location: 203

Goods Receipt Purchase Order 7100000177 - MM-02

Goods Receipt Purchase Order 7100000177 - MM-02

Post Back Exit Cancel System ▾ Hide Overview Restart Hold Check Post Help

1	25 KVA Transformer	☐	☒	5	EA	RS Rwp Open Yard

Material	Quantity	Where	Purchase Order Data	Partner	Account Assignment	Serial Numbers	Addi
Movement type	101		+ GR goods receipt		Stock type		Unrestr
Plant	IESCO RS Rawalpindi			200			
Storage location	RS Rwp Open Yard			203			
Goods recipient							
Unloading Point							

6. Enter any required additional information and Serial number.

Goods Receipt Purchase Order 7100000177 - MM-02

Goods Receipt Purchase Order 7100000177 - MM-02

Post Back Exit Cancel System Hide Overview Restart Hold Check Post Help

Posting Date: 19. 04. 2018 Bill of Lading: HeaderText:
☒ Collective Slip GR/GI Slip No.:

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Profit Center	WIP Batch	Batch	Valuation T...	M...	...	Stock Ty
1	25 KVA Transformer	☒	5	EA	RS Rwp Open Yard	10200			T/F NEW	101	+	Unrestric

Material Quantity Where Purchase Order Data Partner Account Assignment **Serial Numbers** Additional Line

Serial Number

PEL0000000000000100
 PEL0000000000000101
 PEL0000000000000102
 PEL0000000000000103
 PEL0000000000000104

7. Select the Item OK checkbox and choose Check.
8. Choose Post.

9. The system message material document 5000000313 posted is displayed.

Result

Goods receipt document is posted.

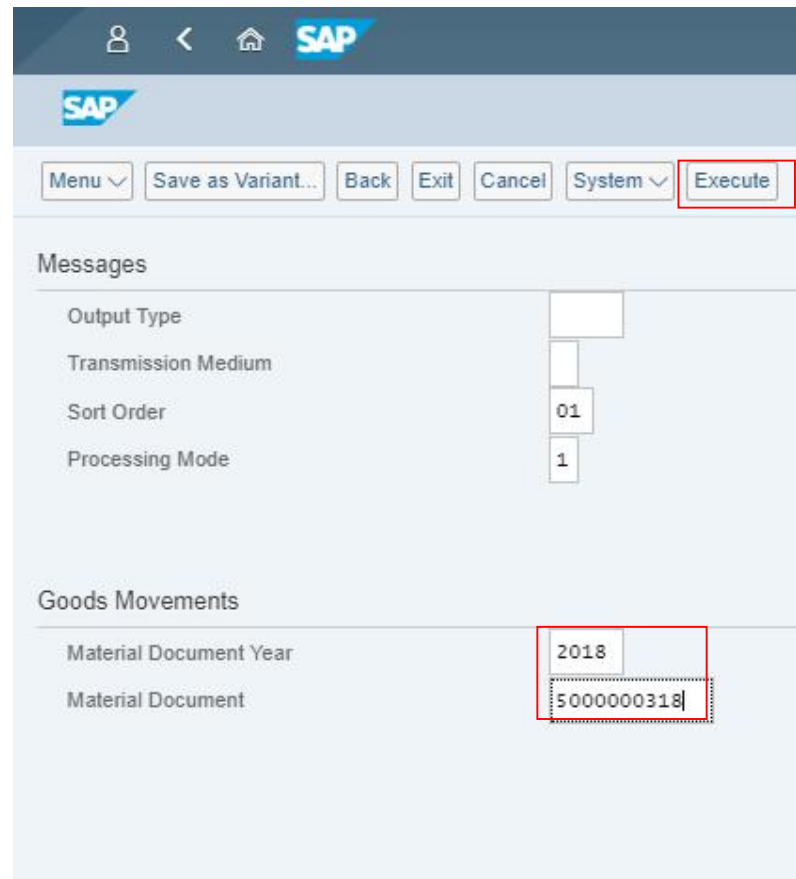
1.1.9 Print Goods Received Note

Use

This procedure explains the Goods Received Note Printing.

Procedure

1. Open "Output Material Documents" App. from Fiori Launchpad.
2. Enter Material Document Number and press Execute.



SAP

Menu Save as Variant... Back Exit Cancel System Execute

Messages

Output Type

Transmission Medium

Sort Order 01

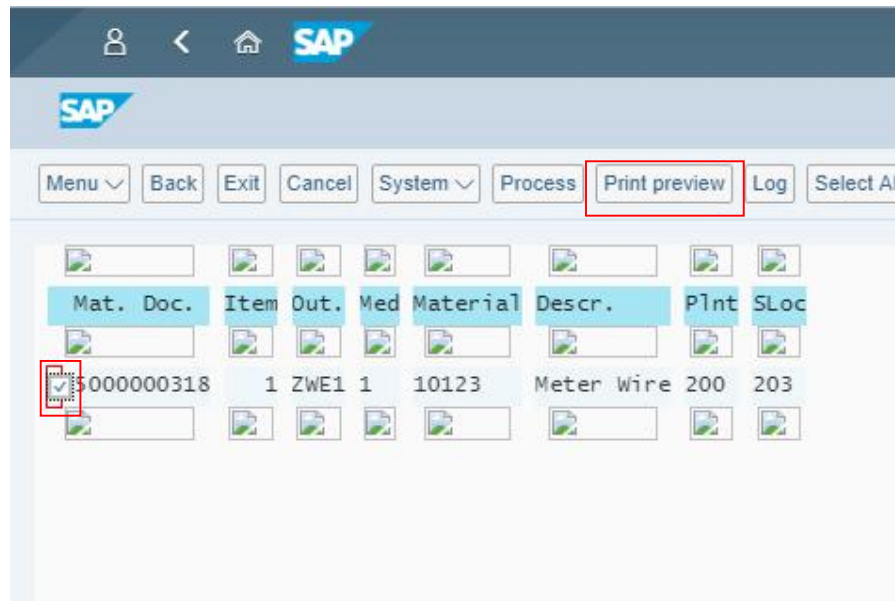
Processing Mode 1

Goods Movements

Material Document Year 2018

Material Document 5000000318

3. Tick line item as OK and press Print Preview.



4. Press Print Preview.

SAP GUI for HTML

Output from Goods Movements

Print: [X]

Output Device: **LP01** Beispieldrucker. Mit SPAD anpass

Page selection: []

Spool Request

Name: SMART LP01 MM-06

Title: []

Authorization: []

Spool Control

☒ Print Now

☒ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Number of Copies

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient: []

Department: []

[X] Print preview [X] Print [X]

5. Press Print Button and on the next screen press print.

Print Preview of LP01

Print Preview of LP01

Menu ▾ Back Exit Cancel System ▾

smart.pdf 1 / 1

 ISLAMABAD ELECTRIC SUPPLY COMPANY							
Goods Recieved Note							
Purchase Order		7100000178		Date		20.04.2018	
Agreement No.				GRN No.		5000000318	
Store Name:		200 IESCO RS Rawalpindi		Vendor Code		10000000	
				Additional Note		Pak Elektron Limited	
S.No	Stock Code	Item Description	Unit	Total P.O. Qty	Received Qty.	Storage Location	Vender Value (Ex. Tax)
1	10123		M	1.00	1.00	203 RS Exp Open Ward	2,000.00
Total							2,000.00
						Remarks	

Result

Goods Receipt Note Print is Done.

1.1.10 Invoice Verification

Use

The invoice verification is done here.

Procedure

1. Open "Create Supplier Invoice Advance" App. from Fiori Launchpad.
2. If a dialog box appears, enter *Company Code 1000*, select the *Basic data* sub-screen and make the following entries:

Field name	Description	User action and values	Comment
Transaction		Invoice	Invoice
Invoice date		Date of the invoice (for example, today)	19.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	475,000.00
Calculate tax		Mark the flag "X"	

3. Go to the tab strip "PO reference" and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling agreement		Relevant Purchase Order Number	7100000177

-
3. Choose *Enter* to get the PO data in the *Item screen*. Make sure that all relevant PO data is listed in the *Item screen*.
 4. Choose *Simulate* to simulate the invoice values. A dialog box *Simulate Document in Document currency* appears. Check that the balance has the amount 0 and choose *Back*.
 5. *Yellow messages are warnings* and *Red messages are show stoppers*. Fix red messages and choose *Post* to save the transaction. A message appears that will confirm posting and also advise if it is blocked for payment.

The screenshot shows the SAP 'Enter Invoice' screen. The 'Transaction' is set to 'Invoice'. The 'Details' tab is active, showing the 'Invoice date' and 'Posting Date' as '19.04.2018' and the 'Amount' as '475,000.00'. The 'PO Reference' is 'Purchase Order/Scheduling Agreement' and the 'G/L Account' is '5100000121'. The 'Item' table at the bottom shows one item with an amount of 475,000.00 and a quantity of 5 EA.

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text
1	475,000.00	5	EA	71000001...	10	25 KVA Tran

Result

The invoice is booked. : **5100000121**