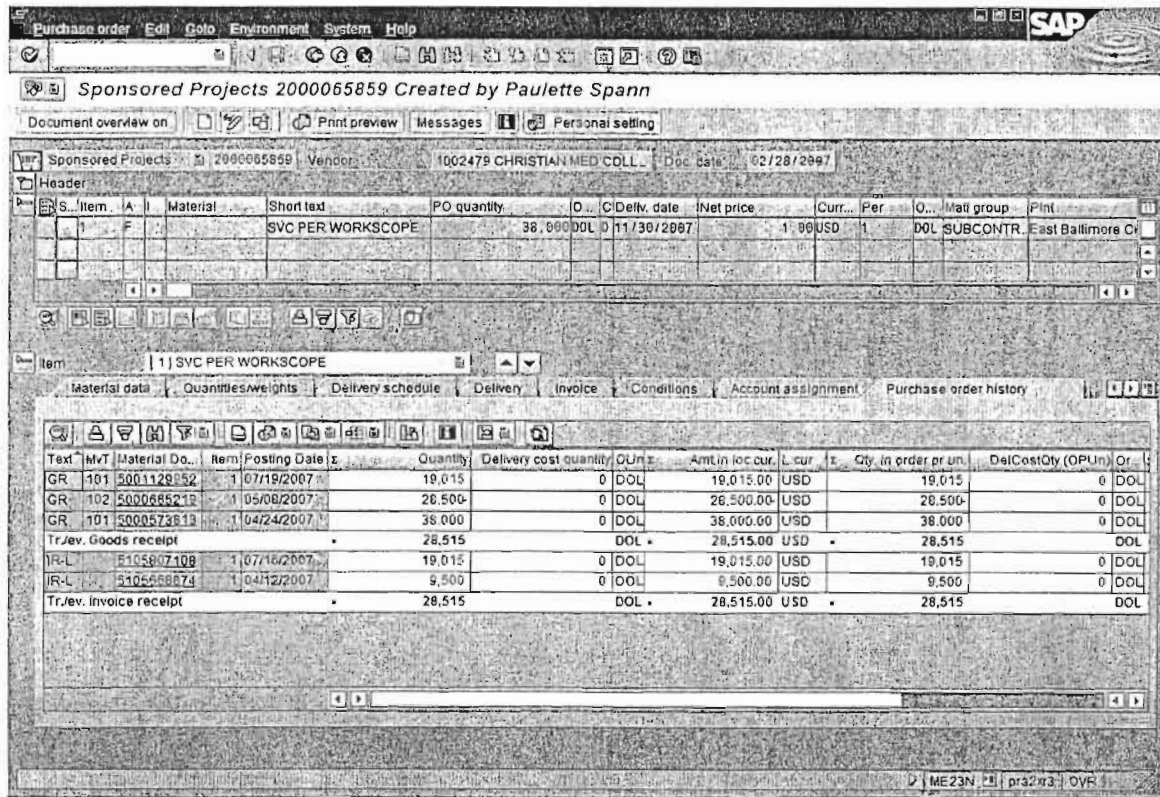


ME23N

This transaction will allow you to view PO – Receipt and A/P information



First screen will show Vendor information – PO line information and line detail

GR = Goods Receipts – Material Doc will always start with 500

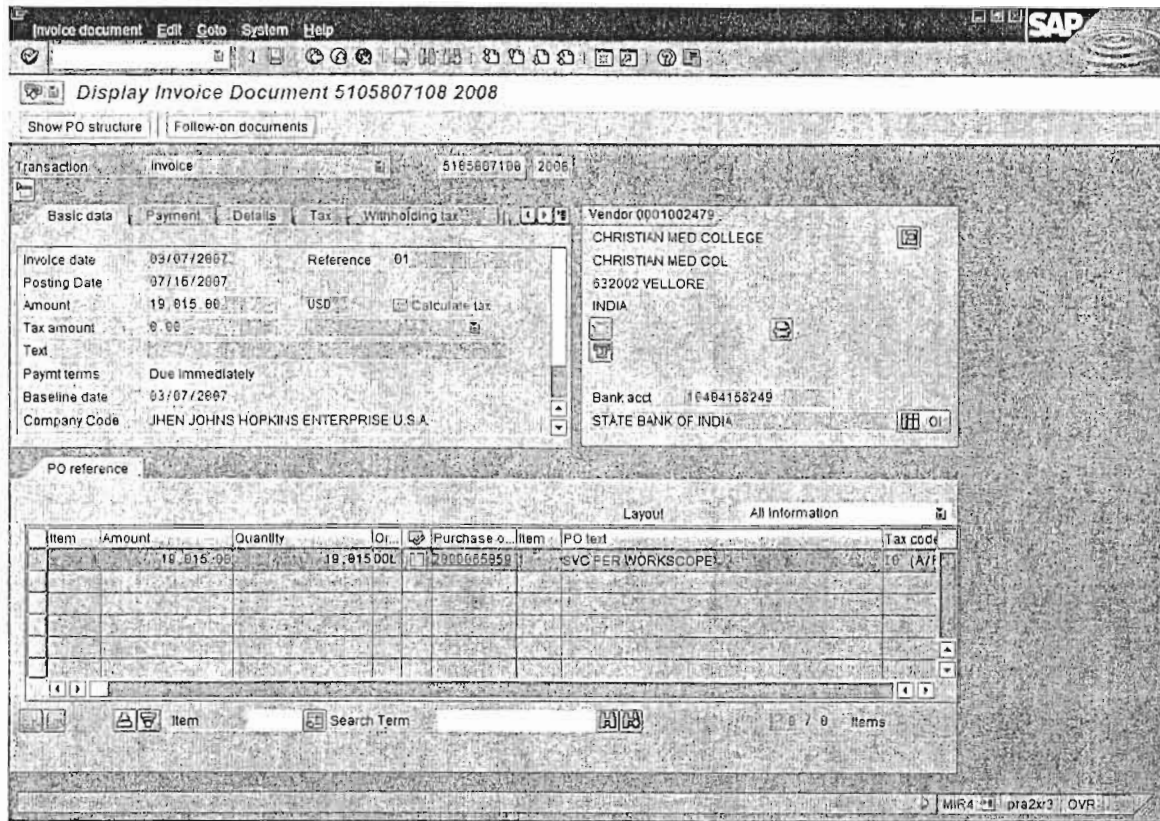
ACCM = GR/IR adjustment (This can only be processed by the Support Staff)

IR – Invoice Receipt – Material Doc will always start with 510 – Please note the Invoice will have two different Material Doc numbers assigned by system – You may see the same Doc number more than once if the account is split on the line

SD-L = Subsequent Debt – This will be an entry by A/P to skip the three way match program

Price – Please note that if the invoice is entered before the Receipt the Invoice price will over rule the PO price

Item – Center of screen [1] SVC PER WORKSCOPE – show line number on PO – Note (paper icon) this will give drop down to select line



This screen is seen by clicking on the IR Material Doc Number

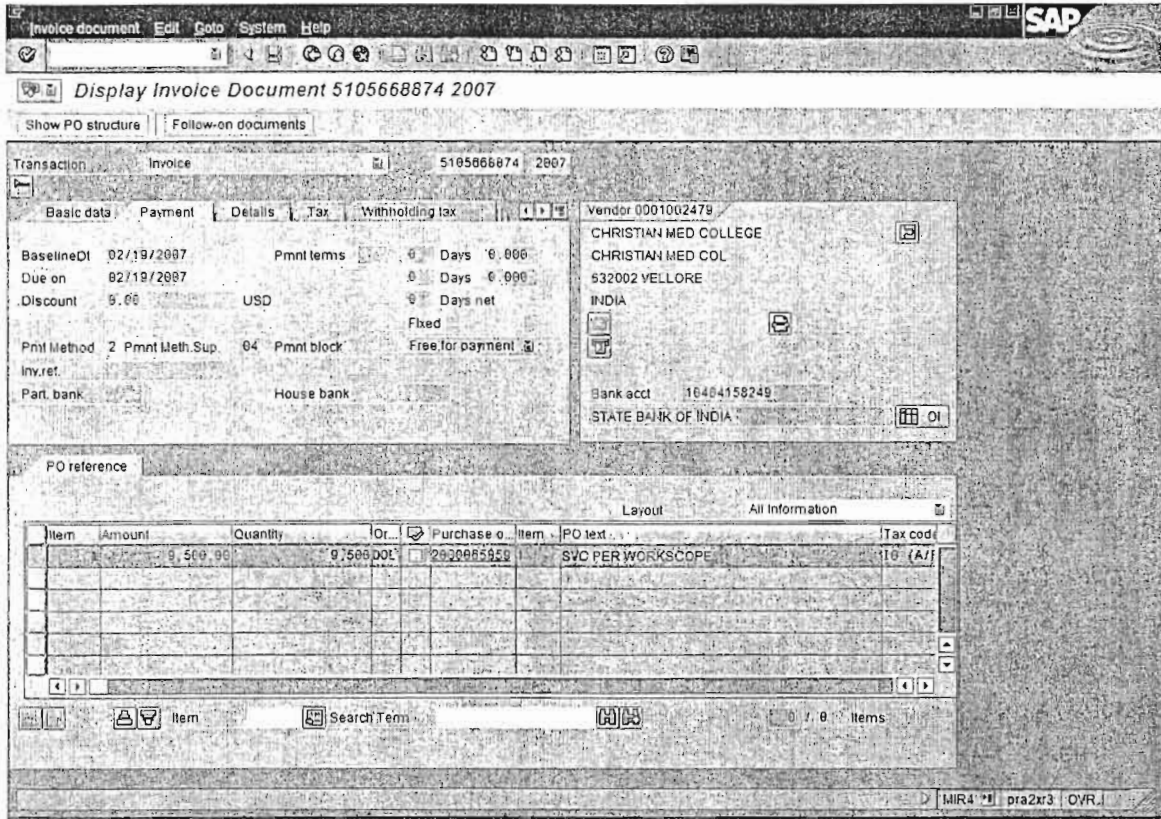
On the Basic Data Tab

Reference = Invoice Number

Amount = the total amount on the invoice

Payment Terms

If you scroll to the right – You can see reason for Block



### Payment Tab

Can click on Follow On Document – The Account Document – This will get you to

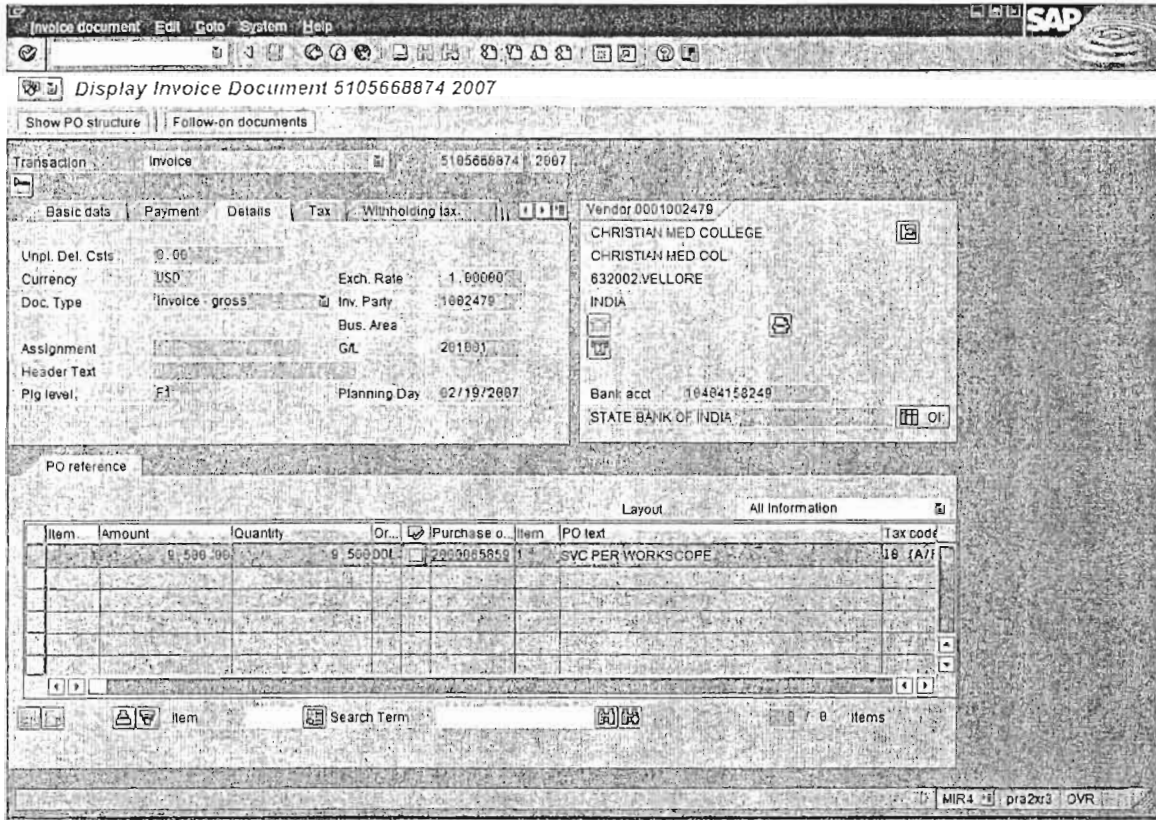
Check Information – Clearing Date

Can click on Hat to show who entered invoice

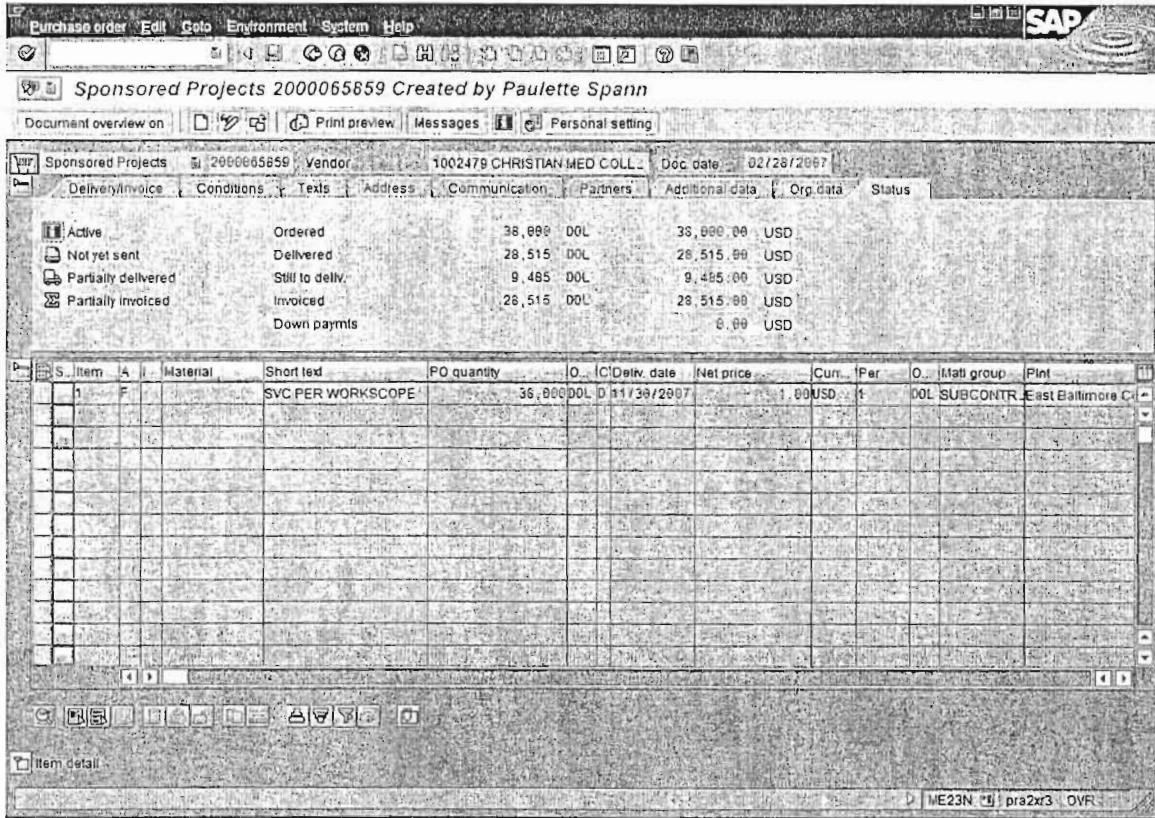
Document Overview - Display

Doc. type	RE	Invoice	gross	Normal document	
Doc. Number	5100036639	Company code	JHEN	Fiscal year	2007
Doc. date	02/19/2007	Posting date	04/12/2007	Period	10
Calculate Tax	<input type="checkbox"/>				
Ref. doc.	DR K THOMAS				
Doc. currency	USD				

Item	Account	Amount	Tax	Fund	Funds Ctr	Order	BJSA	Cost Ctr	Account short text	
1	1002479	0,500.00							CHRISTIAN MED COLLEG	
2	201056	0,500.00		9106000000	1605020000	9600	150		GR/IR	2



The Details Tab will show if Freight has been assigned to PO – Unpl Del Cost  
 Please note that freight will be applied to all lines on the PO



On Main screen – The Header Information

Status Tab – This will give you an overview of the PO and status

Conditions Tab – Will show you full value of PO



Purchase order Edit Go Environment System Help SAP

Sponsored Projects 2000065859 Created by Paulette Spann

Document overview on Print preview Messages Personal setting

Sponsored Projects 2000065859 Vendor 1002479 CHRISTIAN MED. COLL. Doc. date 02/28/2007

S. Item	A	Material	Short text	PO quantity	O. C	Delv. date	Net price	Curr...	Per	O...	Matl group	Plant
1	F		SVC PER WORKSCOPE	38,000	DOL	11/30/2007	1,00	USD	1	DOL	SUBCONTR	East Baltimore C

Item 11 SVC PER WORKSCOPE

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history

Overdeliv. tol: 0.0 %  Unlimited      Reminder 1: 0       Goods receipt

Underdeliv. tol: 0.0 %      Reminder 2: 0       GR non-valuated

Shipping instr.:      Reminder 3: 0       Deliv. Completed

Stock type: Unrestricted use      No reminders: 0

Rem. shelf life: 0 D      Pind. deliv. time: 0

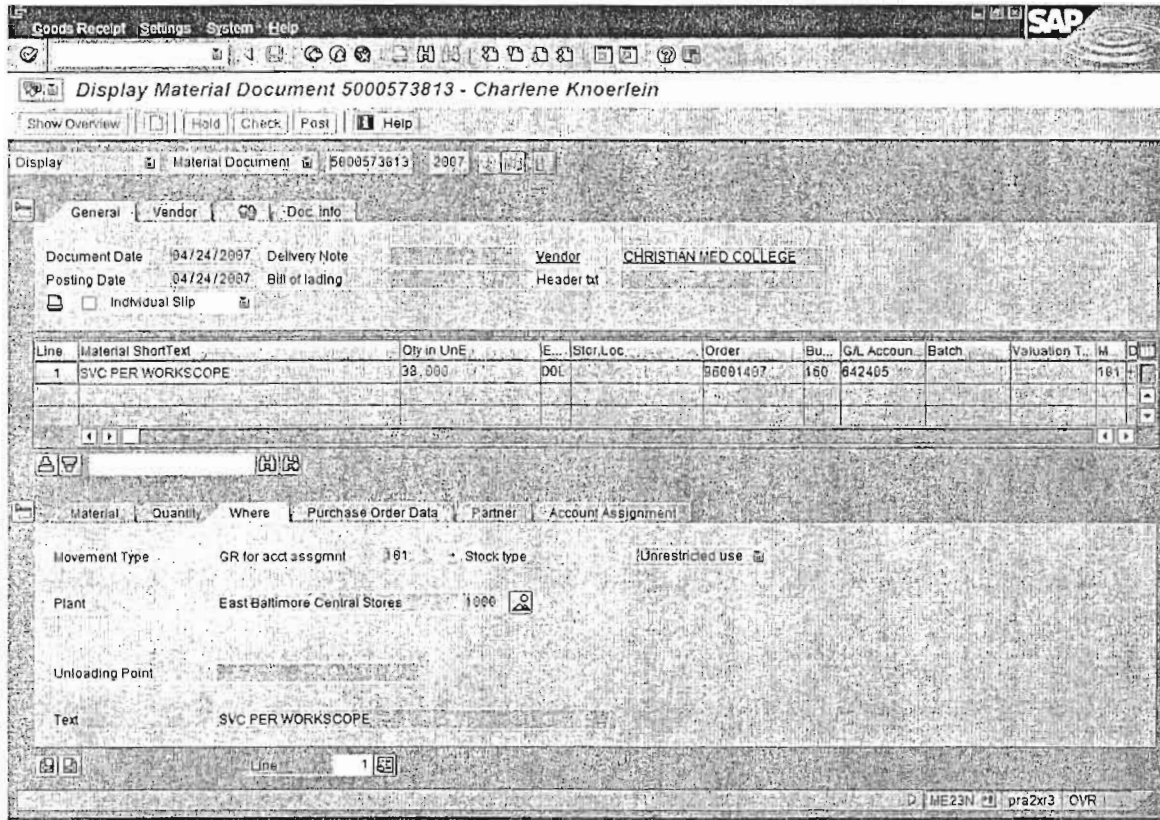
CA control key:      GR proc. time: 0      Latest GR date:      Incoterms:     

ME23N | p132x3 | OVR

Item Detail

Delivery Tab – Receiving Data

Account Assignment – Will show Cost Center / Grant ect...



## Receipt Documents

The People Tab – Will show who placed order

The Doc Information Tab – Will show who entered receipt – If (Production Service User PRSRVUSER) appears – Receipt was entered by Requestor in SRM

To print hard copy – Multi Colored Icon on top bar (far Right)

Any screen can be attached to E-mail – Ctrl-Alt-Print – Go to Email and right click and paste