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 then 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
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
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