Enter Incoming Invoice referencing a PO – MIRO

Logistics → Materials Management →
Logistics Invoice Verification → Document
Entry → Enter Invoice

- 1. Enter the Company Code field.
- 2. Ensure that the Transaction type is Invoice
- Enter the Invoice Date field.

Note: Invoice Date is the date written in the vendor invoice.

4. Enter the Reference field.

Note: Reference could be any other sources of information, either internal or external to SAP. i.e.: vendor invoice number.

5. Enter the Posting Date field.

Note: The date on which a transaction in SAP will be posted to the appropriate accounts. SAP will default this field to be the current date, but changes are allowed. For items to be posted in a future or past period, you must enter the posting date.

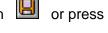
- Enter the Amount field (Total amount of the invoice).
- 7. Enter Currency Key field.

Note: Currency key field is to the right of Amount field.

- Ensure that Reference Document Category is Purchase Order/Scheduling Agreement.
- 9. Enter the Purchasing Document field.
- 10. Click on the Enter button ENTER.

Note: vendor information will be displayed on the screen, including Code, Name, address and bank account details, this information defaults from the vendor master.

11. Click on the Save button CTRL-S.



12. To exit this transaction, click on the Exit button or press SHIFT-F3 until the initial SAP Easy Access screen is displayed.

Notes		
		- -

Display Invoice Document – MIR4

Logistics → Materials Management →
Logistics Invoice Verification → Further
Processing → Display Invoice Document

- 1. Enter the invoice document field.
- 2. Review the invoice information.
- 3. To exit this transaction, click on the Exit button or press SHIFT-F3 until the initial SAP Easy Access screen is displayed.

Notes			

Display List of Invoice Documents – MIR5

Logistics → Materials Management →
Logistics Invoice Verification → Further
Processing → Display List of Invoice
Documents

- 1. Enter 2008 in the Fiscal Year field.
- 2. Click on the Execute button press F8.
- Click on the wanted Invoice document.
- Review the invoice information.
- 5. To exit this transaction, click on the Exit button or press SHIFT-F3 until the initial SAP Easy Access screen is displayed.

Notes			

Panel 2 Panel 3 Panel 4 Panel 5

Release Blocked Invoices – MRBR

Logistics → Materials Management →
Logistics Invoice Verification → Further
Processing → Release blocked Invoices

- 1. Enter 1100 in the Company Code field.
- 2. Enter the invoice document no. created in the first exercise.
- Enter 2008 in the Fiscal Year field.
- 4. Ensure that the Release Manually radio button is selected.

Note: When you release invoices manually, a list of the blocked invoices that match your criteria appears in the list, Blocking reasons that no longer apply are highlighted in color, and you can delete individual blocking reason or select invoices to be released.

Note: When you release invoices automatically, the system deletes all blocking reasons that no longer apply.

When all blocking reasons are deleted the system automatically releases the invoice.

- Click on the Execute button or press F8.
- Select the invoice document no. created in the first exercise.
- 7. Click on the Details button.
- 8. Click on the Close Window button.
- 9. Select the desired invoice document no. .
- 10. Click on the Release 🛍 button.

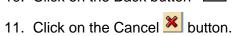
- 11. Click on the Save button or pres CTRL-S.
- 12. To exit this transaction, click on the Exit button or press SHIFT-F3 until the initial SAP Easy Access screen is displayed.

Notes		

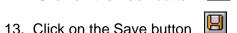
Cancel Invoice Document – MR8M

Logistics → Materials Management →
Logistics Invoice Verification → Further
Processing → Cancel Invoice Document

- Enter the invoice document no...
- Enter the Fiscal Year field.
- Click in the Reversal Reason Field.
- Select the Reversal Reason.
- 5. Enter the posting date field.
- 6. Click on the Display document
- 7. Click on the Follow-on Documents
 ... Follow-On Documents ... button
- 8. Double click on the Accounting Document.
- Ensure that this is the invoice required for reversal.
- 10. Click on the Back button



12. Click on the Back button



14. To exit this transaction, click on the Exit button or press SHIFT-F3 until the initial SAP Easy Access screen is displayed.

SAP Quick Reference (http://www.sapdb.info) Invoice Verification

2008

Contents

- Enter Incoming Invoice referencing a PO
- Display Invoice Document
- Display List of Invoice Documents
- Release Blocked Invoices
- Cancel Invoice Document

SAP Icons/Buttons

Enter ENTER
Save CTRL-S
Back F3
Exit SHIFT-F3
Cancel F12
Help F1

②

Panel 6 Panel 7 Panel 8 Panel 1