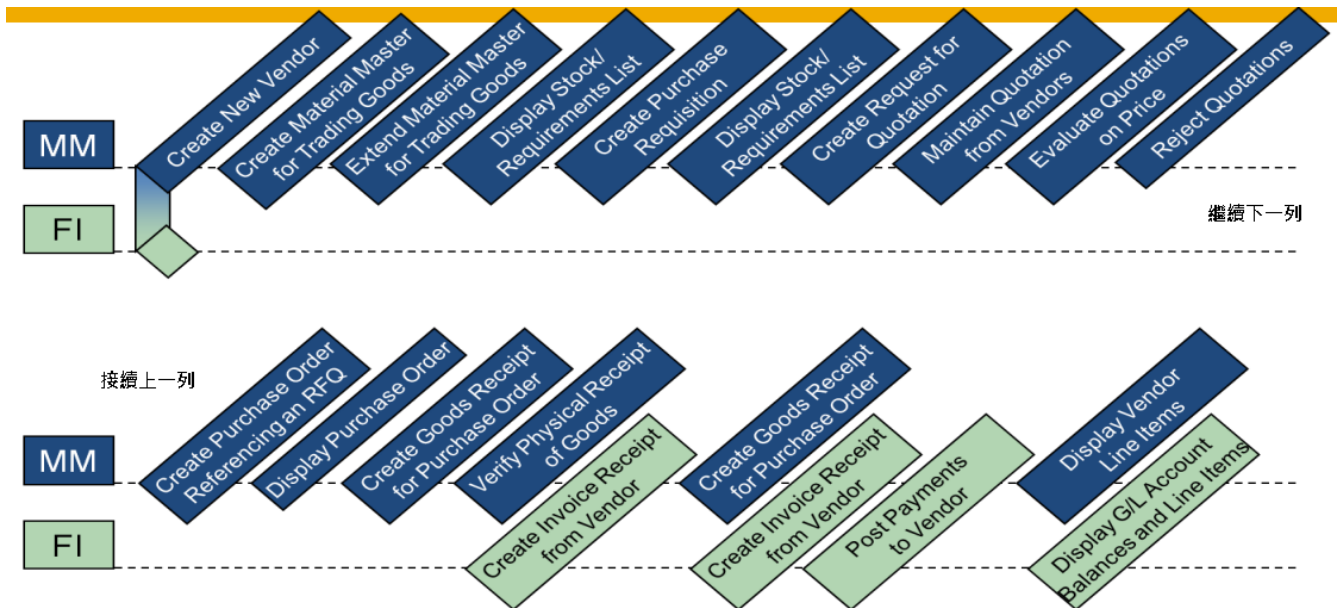


SAP ERP Lab：MM 模組操作練習(3)

屏東大學會計學系 周國華老師 (本次更新：2024/07/05)

- MM 模組的交易範例：(取材自 SAP GBIKE 1809 教材第五章 MM 模組)



(註：上方圖示有 20 個步驟，但實際操作練習共有 21 個步驟，與上圖稍有不同。)

- 步驟 12：Create Goods Receipt for Purchase Order (建立採購單的收貨單據)

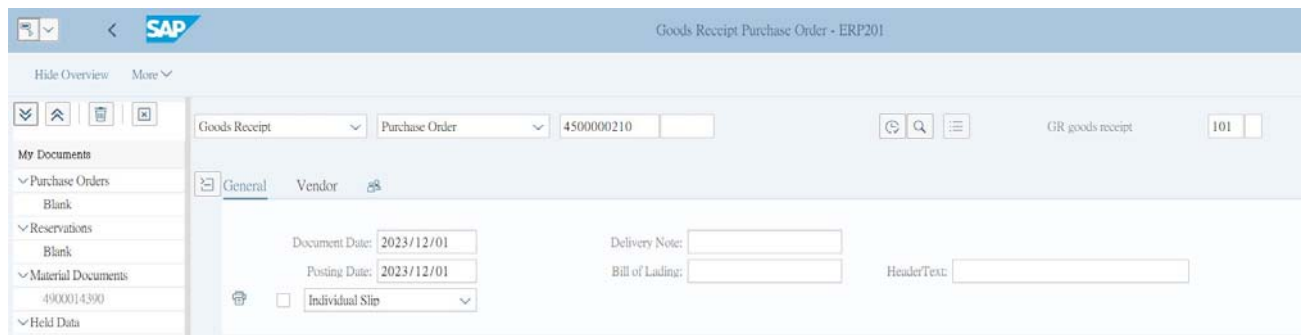
角色扮演：GBI 公司的收貨人員: Tatjana Karsova

任務情境：為採購的 200 個鏈條鎖建立第一筆收貨(100 個)紀錄

1. 接續步驟 11，(若完成步驟 11 後已下線，請使用自己的帳號、密碼重新登入 SAP 系統)，在 [Enter transaction code or command] 欄中輸入 **MIGO_GR** 這個交易代碼。按[Enter]。(或從以下路徑進入：Logistics => Materials Management => Inventory Management => Goods Movement => GR for Purchase Order)

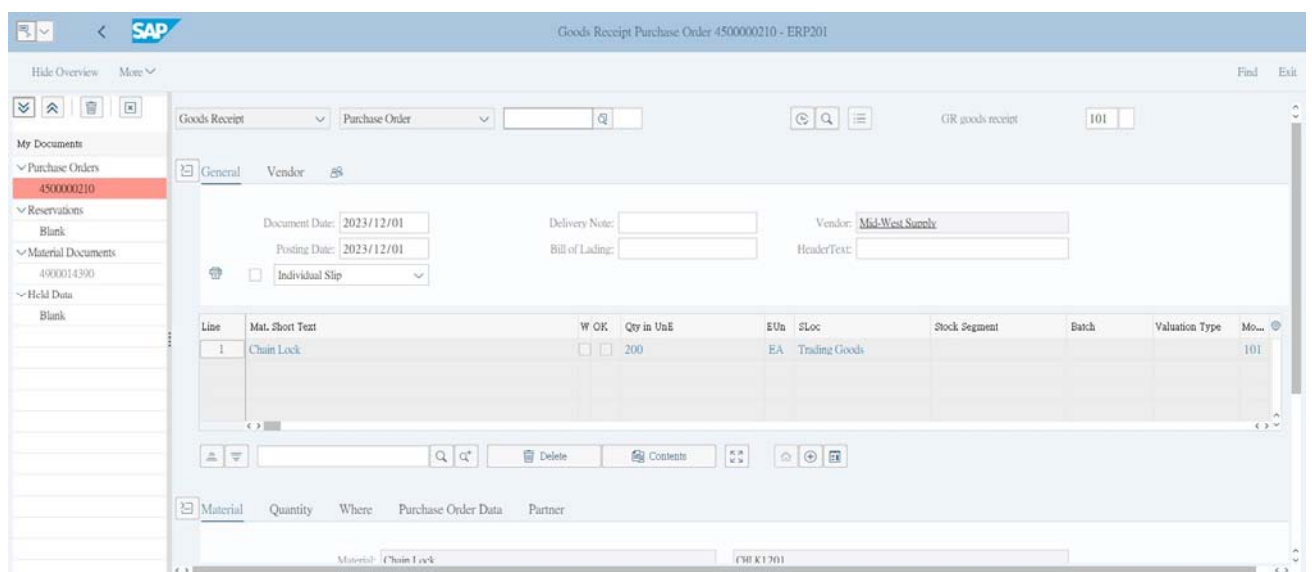
系統跳出 Goods Receipt Purchase Order 視窗如下：

2. 確認兩個下拉式選單欄位已分別選擇【Goods Receipt】及【Purchase Order】。接著在右邊的欄位內輸入從步驟 10 取得的採購單編號(周老師的範例為 4500000210)，如下：



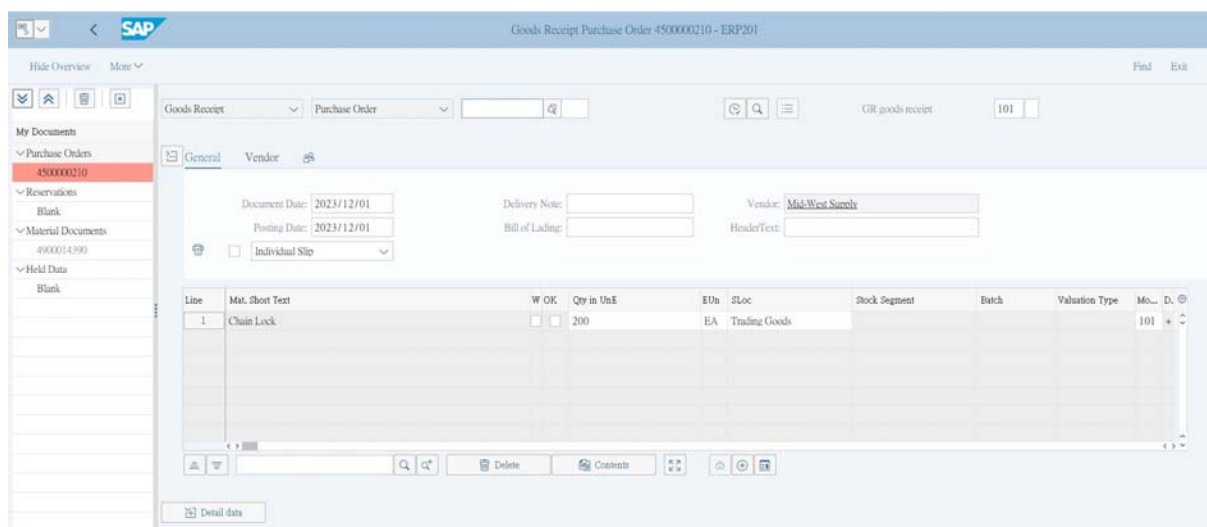
[注意：若不記得步驟 10 取得的 PO 編號，可自行透過 F4 鍵進行查詢。]

3. 輸入上述採購單編號後，按[Enter]。視窗畫面會變成下圖(同學的採購單是自己的編號)：



4. 按照前面的步驟，本次收貨數量為 100 單位，所以須將 Qty in UnE 欄位內的 200 改為 100。

但目前該數據是唯讀狀態，請點按左下方 Material 左邊的  按鈕，畫面如下：



5. Qty in UnE 欄位內的 200 已變成可編輯狀態，將數據改為 100：

Goods Receipt Purchase Order 4500000210 - ERP201

Hide Overview More

Goods Receipt Purchase Order 4500000210

GR goods receipt 101

General Vendor

Document Date: 2023/12/01 Delivery Note: Vendor: Mid-West Supply

Posting Date: 2023/12/01 Bill of Lading: HeaderText:

Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch	Valuation Type	Mo... D.
1	Chain Lock	☒	100	EA	Trading Goods				101

Detail data

Post Cancel Restart Hold Check

改好後，點擊視窗右下方的 **Post**。系統顯示畫面如下：

Goods Receipt Purchase Order 4500000210 - ERP201

Hide Overview More

Goods Receipt Purchase Order 4500000210

GR goods receipt 101

General Vendor

Document Date: 2023/12/01 Delivery Note: HeaderText:

Posting Date: 2023/12/01 Bill of Lading:

Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch	Valuation Type	Mo... D.
------	-----------------	------	------------	-----	------	---------------	-------	----------------	----------

Detail data

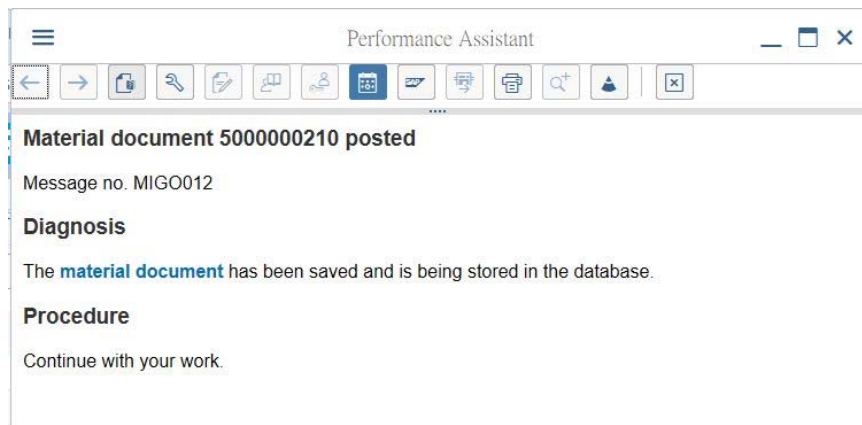
Material document 5000000210 posted View details

Restart Hold

上述視窗左下方顯示系統給定一個新的文件編號：

Material document 5000000210 posted View details

點選 View details，畫面如下：



6. 以上為步驟 12。點按視窗左上方的【<】，回到 SAP Easy Access 畫面。

● 步驟 13：Verify Physical Receipt of Goods (驗證實際收貨)

角色扮演：GBI 公司的收貨人員: Tatjana Karsova

任務情境：確認 MI00 工廠鏈條鎖已到貨數量及已訂購但尚未到貨數量

1. 接續步驟 12，(若完成步驟 12 後已下線，請使用自己的帳號、密碼重新登入 SAP 系統)，在 [Enter transaction code or command] 欄中輸入 **MMBE** 這個交易代碼。按[Enter]。(或從以下路徑進入：Logistics => Materials Management => Inventory Management => Environment => Stock => Stock Overview)

系統帶出 Stock Overview: Company Code/Plant/Storage Location/Batch 視窗如下：

The screenshot displays the SAP Business Client interface for the 'Stock Overview: Company Code/Plant/Storage Location/Batch' transaction. The window title bar shows 'SAP Business Client' and 'GBI (1) 790'. The main area is divided into several sections: 'Database Selections' with fields for Material, Plant, Storage Location, and Batch; 'Database Selections' with a Stock Segment field; 'Stock Type Selection' with checkboxes for 'Also Select Special Stocks' and 'Also Select Stock Commitments'; and 'List Display' with fields for Special Stock Indicator, Display version (set to 1), and Display Unit of Measure. An 'Execute' button is located at the bottom right of the window.

2. 在上述視窗的 Material 欄位內輸入【CHLK1###】(###是同學的 SAP 帳號後三碼)，Plant 欄位內輸入【MI00】，Display version 欄位輸入【1】(可能已有預設值)，如下圖：

SAP Business Client

Stock Overview: Compa... + ...

Enter transaction code or command

Stock Overview: Company Code/Plant/Storage Location/Batch

Save as Variant... More ▾ Exit

Database Selections

Material: CHLK1201

Plant: M100 Q

Storage Location:

Batch:

to:

to:

to:

Database Selections

Stock Segment:

to:

Stock Type Selection

Also Select Special Stock: ☒

Also Select Stock Commitments: ☒

List Display

Special Stock Indicator:

to:

Display version: 1

Display Unit of Measure:

Execute

輸入完成，按視窗右下方的【Execute】。跳出 Stock Overview: Basic List 視窗如下：

Stock Overview: Basic List

Selection

Material: CHLK1201

Chain Lock

Material Type: HAWA

Trading Goods

Unit of Measure: EA

Base Unit of Measure

EA

External Manufacturer:

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Consgrt ordered	Stck trans.(plant)	Transfe...
Full	100.000				100.000			
US00 Global Bike Inc.	100.000				100.000			
MI00 DC Miami	100.000				100.000			
TG00 Trading Goods	100.000				100.000			

- 上述視窗顯示，GBI 公司的 MI00 工廠(Plant)，目前的 TG00 Trading Goods，Unrestricted use 的數量有 100 單位(前一步驟收貨)，另外還有 100 單位是尚未到貨的 On-Order Stock。
- 以上為步驟 13。點按視窗右上方的【Exit】，回到 SAP Easy Access 畫面。

● **步驟 14：Create Invoice Receipt from Vendor (建立由供應商開立的發票)**

角色扮演：GBI 公司的應付帳款人員: Silvia Cassano

任務情境：將供應商 Mid-West Supply 寄來的發票資訊輸入 GBI 公司的系統內

供應商發票：Mid-West Supply 寄給 GBI 公司的發票如下：

Mid-West Supply

Mid-West Supply, P.O. Box 4523, 68518 Lincoln

Invoice 00504-###

Global Bike Inc.
Trading Goods Miami
TG00 5341 Blue Lagoon Drive
Miami FL 33136

Date: 06/01/2012
Accountin Clerk: Addison Bennet
Order Number: 20417823410
Payment method: invoice
Dispatch: free delivery
Page: 1

Billing Date: 06/01/2012
Payment Date: 09/01/2012

Invoice

Dear Ms. Aura Maxwell,
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
Invoice 00504-###				
1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD

Please transfer the total amount with reference to the invoice and specify the invoice number in the bank account listed below.

The goods remain our property until the complete amount is paid.
The delivery and accomplishment underlie our general terms and conditions.
We are constantly expanding our range of information on our website at www.mid-west-supply.com where you can get a quick overview of our service portfolio.

Mid-West Supply
335 W Industrial Lake
68516 Lincoln, USA
Telephone: 555-0101
Telefax: 555-0143
www.mid-west-supply.com

Account Number: 100000
RTN: 435 222 956
Bank of America, Lincoln
BIC: BOALUSLIABC
IBAN: US22 8400 0000 0991 0044 01

1. 接續步驟 13，(若完成步驟 13 後已下線，請使用自己的帳號、密碼重新登入 SAP 系統)，在 [Enter transaction code or command] 欄中輸入 **MIRO** 這個交易代碼。按[Enter]。(或從以下路徑進入：Logistics => Materials Management => Logistics Invoice Verification => Document Entry => Enter Invoice)(註：原文教材將此步驟列為 FI 模組，但實際上是 MM 模組。)

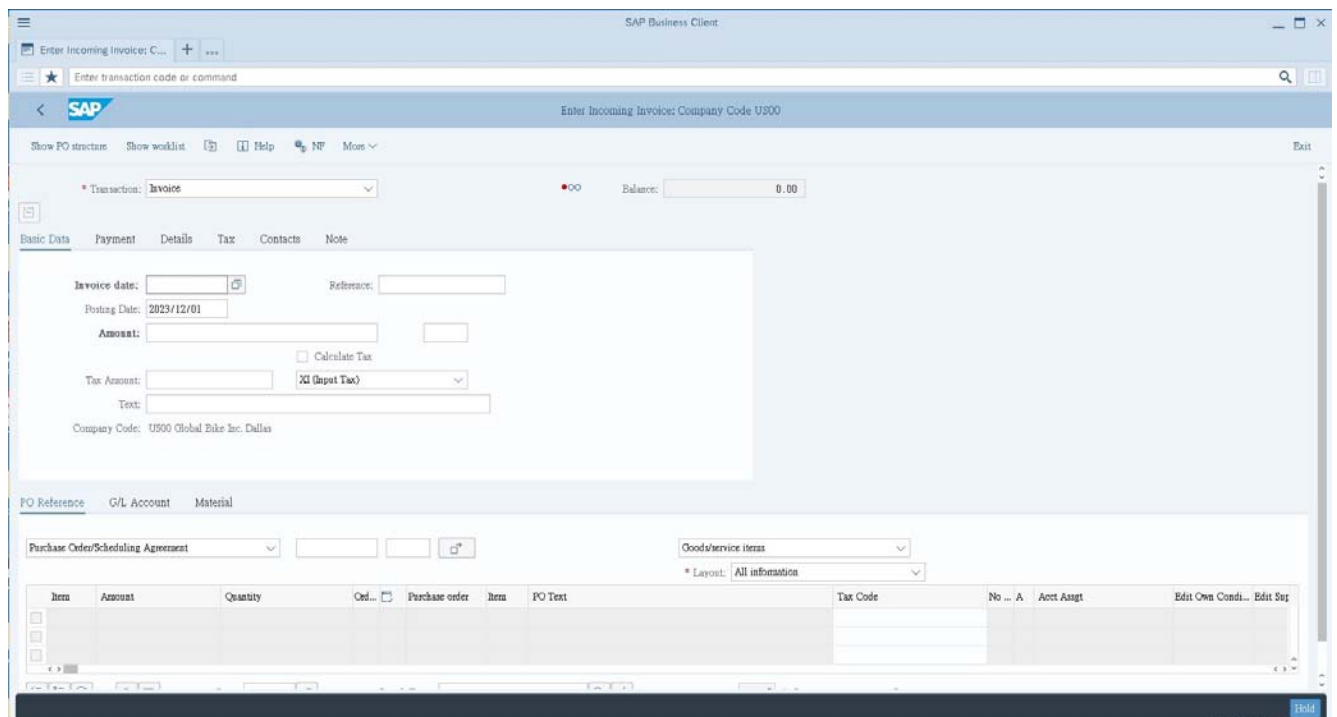
2. 系統跳出 Enter Company Code 視窗：



在 Company Code 欄位輸入代表 GBI 北美公司的【US00】：



3. 系統帶出 Enter Incoming Invoice 視窗：



4. 在上述視窗的 Invoice date 欄位輸入【當天日期】。接著按照本步驟一開始看到的 Mid-West Supply 寄來的 Invoice 內容，在 Amount 欄位輸入【3,200.00】，旁邊的貨幣代號輸入【USD】，Tax Amount 輸入框右側的 Tax Code 欄位選擇【XI (Input Tax)】(本欄可能已預選

好)，Text 欄位輸入【INVOICE 00504-###】(###為同學自己的 SAP 帳號後 3 碼)，輸好後按 [Enter]，畫面如下圖(日期應按同學操作日期調整)：

- 移往視窗下半步，在 PO Reference 頁框中，把步驟 10 取得的採購單號輸入在顯示為 Purchase Order/Scheduling Agreement 右側的空格內(周老師範例為 4500000210)，如下圖：

輸好後按[Enter]，視窗下方表格第一列顯示數據如下：

Item	Amount	Quantity	Ord...	Purchase order	Item	PO Text	Tax Code	No
10	3,200.00	100 EA		4500000210	10	Chain Lock	XI (Input Tax)	

- 把第一列 4500000210 (Purchase order 編號)左側代表 Booking OK 的空格打勾：

PO Reference

G/L Account

Material

Purchase Order/Scheduling Agreement

4500000210

Goods/service items

* Layout: All information

Item	Amount	Quantity	Ord...	Purchase order	Item	PO Text
☒	1	3,200.00	100 EA	☒ <u>4500000210</u>	10	Chain Lock
☐						
☐						

7. 點按視窗上方的 Simulate 按鈕，系統帶出模擬過帳的參考畫面：

[illegible]

8. 檢查上述畫面，沒問題。點按右下方的  Post 完成過帳。系統給予此單據一組獨立的編號：

☒ Document no. 5105600172 created [View details](#)

9. 以上為步驟 14。點按視窗左上方的【<】，回到 SAP Easy Access 畫面。

● 步驟 15：Display Purchase Order History (檢視採購單歷史紀錄) (此步驟在流程圖中漏列)

角色扮演：GBI 公司的庫存主管: Wilton Saban

任務情境：檢視採購單、收貨單據、供應商發票紀錄等文件

1. 接續步驟 14，(若完成步驟 14 後已下線，請使用自己的帳號、密碼重新登入 SAP 系統)，在 [Enter transaction code or command] 欄中輸入 **ME23N** 這個交易代碼。按[Enter]。(或從以下路徑進入：Logistics => Materials Management => Purchasing => Purchase Order => Display)
[本步驟交易代碼與步驟 11 相同]
2. 系統帶出步驟 10 產製的採購單資訊如下：

Item	Material	Short Text	PO Quantity	C Deliv. Date	Net Price	Currency	Per	C/U	Mail Group	Plant
10	CHEL1201	Chain Lock	200	2024/02/04	32.00	USD	1	EA	Utilities	DC M

3. 點選 Purchase Order History 頁籤，畫面如下：

Sh. Te.	MVT	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	QUn	Amt.in Loc.	Cur.	Lcur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Cray	Reference
WE	101	5000000210			1 2023/12/01	100			0	EA	3,200.00	USD	100	0	EA	3,200.00	USD	
Tr/Ev. Goods receipt						100			EA	3,200.00	USD		100		EA	3,200.00	USD	
RE-L	5105609172				1 2023/12/01	100			0	EA	3,200.00	USD	100	0	EA	3,200.00	USD	
Tr/Ev. Invoice receipt						100			EA	3,200.00	USD		100		EA	3,200.00	USD	

4. 點選上述頁籤的 WE (Goods receipt) 這一系列的收貨單據編號(本範例為 5000000210，係由步驟

12 產生)，系統顯示收貨單據細節如下：

SAP Display Material Document 500000210 - ERF201

Material Document: 500000210 2023

General Vendor Doc. info

Document Date: 2023/12/01 Delivery Note: Vendor: Mid-West Supply
 Posting Date: 2023/12/01 Bill of Lading: HeaderText:
☐ Individual Ship

Line	Mat. Short Text	W Qty in UnE	EUn	SLoc	Basin	Stock Segment	Batch	Valuation Type	Mov. D.	Stock Type	Plant	JIT Call Number
1	Chain Lock	100	EA	Trading Goods	B100				101	Unrestricted-Use	DC Miami	

Material: Chain Lock CHECK1201
 Supplier Mat. No.:
 Material Group: UTIL

5. 點選視窗上方的 Doc.info 按鈕，進入該頁籤畫面。再點選其中的 FI Documents 按鈕，系統跳出 List of Documents in Accounting 視窗如下圖：

List of Documents in Accounting

Documents in Accounting

Document	Object type text
5000000132	Accounting document
A0000A9100	Material Ledger

Original document

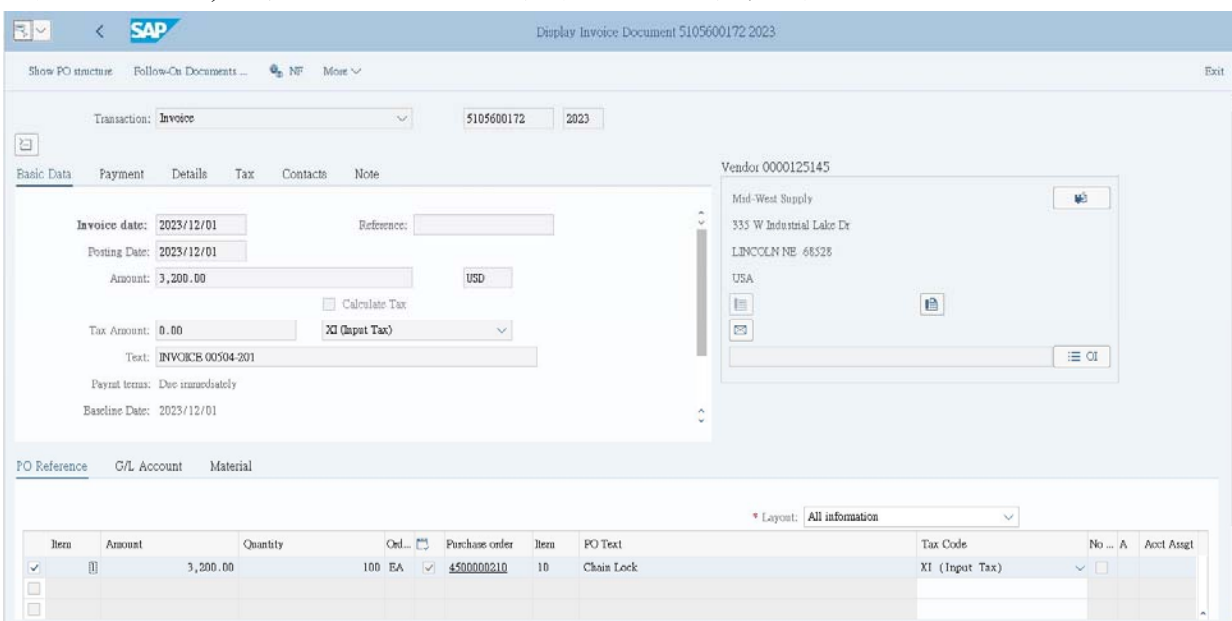
6. 點選視窗中的 Accounting document，可檢視收貨動作完成時後台自動產生的會計傳票：

SAP Display Document: Data Entry View

Document Number: 5000000132 Company Code: US00 Fiscal Year: 2023
 Document Date: 2023/12/01 Posting Date: 2023/12/01 Period: 12
 Reference: Cross-Comp.No.:
 Currency: USD Texts Exist: Ledger Group:

CoCd	Item	Key	SG Account	Description	Amount	Currency	Tx
US00	1	89	200200	Inv-TG	3,200.00	USD	
	2	96	310000	GR/R Account	3,200.00	USD	

7. 按視窗上方【<】回到 Purchase Order History 頁籤。點按發票號碼(本範例是 5105600172，係由步驟 14 產生)，系統切換至建立發票時產生的發票單據視窗：



Transaction: Invoice 5105600172 2023

Vendor 0000125145

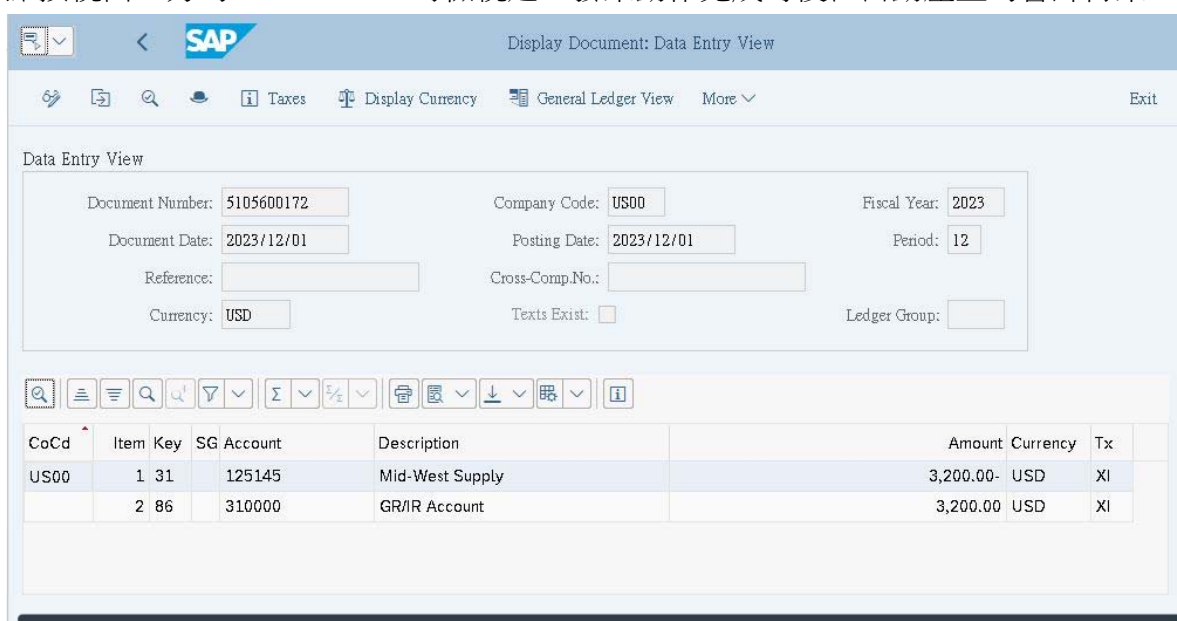
Mid-West Supply
335 W Industrial Lake Dr
LINCOLN NE 68528
USA

Invoice date: 2023/12/01
Posting Date: 2023/12/01
Amount: 3,200.00 USD
Tax Amount: 0.00
Text: INVOICE 00504-201
Payment terms: Due immediately
Baseline Date: 2023/12/01

PO Reference: 4500000210

Item	Amount	Quantity	Ord...	Purchase order	Item	PO Text	Tax Code	No ...	A	Acct Assgt
1	3,200.00	10	EA	4500000210	10	Chain Lock	XI (Input Tax)			

8. 點按視窗上方的 Follow-On Documents ...，可檢視建立發票動作完成時後台自動產生的會計傳票：



Document Number: 5105600172
Document Date: 2023/12/01
Reference:
Currency: USD

Company Code: US00
Posting Date: 2023/12/01
Cross-Comp.No.:
Texts Exist: ☐

Fiscal Year: 2023
Period: 12
Ledger Group:

CoCd	Item	Key	SG Account	Description	Amount	Currency	Tx
US00	1	31	125145	Mid-West Supply	3,200.00-	USD	XI
	2	86	310000	GR/IR Account	3,200.00	USD	XI

9. 點按視窗左上方的【<】，回到發票單據視窗，點選視窗右邊 Vendor 資料區內右下方的  按鈕，系統顯示 5105600172 這張發票仍為 Open 狀態，即尚未完成付款：

< **SAP** Vendor Line Item Display

Vendor 125145
Company Code US00

Name Mid-West Supply
City Lincoln

St	Assignment	DocumentNo	Type	Doc. Date	\$ DD	Amount in Local Crpy	LCurr	Clmg doc.	Text
		5105600172	RE	2023/12/01		3,200.00-	USD		INVOICE 00504-201
*						3,200.00-	USD		
** Account 125145						3,200.00-	USD		

Vendor *
Company Code *
Name *
City *

St	Assignment	DocumentNo	Type	Doc. Date	\$ DD	Amount in Local Crpy	LCurr	Clmg doc.	Text
***						3,200.00-	USD		

10. 以上為步驟 15。點按視窗左上方的【<】(多次)，回到 SAP Easy Access 畫面。