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

 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:

Hide Overview More~						Find Exi
* * = •	Goods Receipt v Purchase Order	~ Q	© Q =	GR goods receipt	101	
My Documents						
~Parchase Orders	E General Vendor 88					
Blank						
~Reservations	Dec. Dec. 2022 (12/01	D. Frank Marcol				
Blank	Document Date: 2023/12/01	Delivery Note:				
Material Documents	Posting Date: 2023/12/01	Bill of Liding:	HeaderText:			
4900014390	🐨 🗌 Individual Slip 🗸					
✓Held Data						
Blank	Time Max Chard Tool	W OF On a list	Ella di es	Charle Comment	Datab Valuation Tons	14. 0
	Lure Mail South I CAI	W OK QU'II OUE	D011 2000	ators ackinem	baca valuation type	c M0 •
	C2 (00)					<>~~
		E fain D Conser				
		E constant				

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:

3 < 🕺	7	Goods Receipt Purchase	e Order - ERP201		
Hide Overview More 🛩					
* * • ×	Goods Receipt ~ Purchase Order	× 4500000210	© Q =	GR goods receipt	101
My Documents					
~ Purchase Orders	General Vendor 88				
Blank					
✓ Reservations					
Blank	Document Date: 2023/12/01	Delivery Note:			
✓ Material Documents	Posting Date: 2023/12/01	Bill of Lading:	HeaderText		
4900014390	🐨 🗌 Individual Slip 🗸				
✓Held Data					

[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):

	7	Goods Receipt Purchase Order 450.	000210 - ERP201			
Hide Overview More ~						Find Ex
* * * *	Goods Receipt v Purchase Order v	Q	© Q (≡	GR goods receipt	101	
My Documents						
~ Purchase Orders	General Vendor 88					
450000210						
∼ Reservations Blank	Document Date: 2023/12/01	Delivery Note:	Vendor: Mid-W	Vest Supply		
~ Material Documents	Posting Date: 2023/12/01	Bill of Lading:	HeaderText:			
4900014390	🐨 🔲 Individual Slip 🗸					
~Held Data						
Blank	Line Mat. Short Text	W OK Qty in UnE	EUn SLoc	Stock Segment	Batch Valuat	ion Type Mo 💿
	1 Chain Lock	200	EA Trading Goods			101
		Delete				
	Material Quantity Where Purchase Order Date	a Partner				
	Material Chain Level		CYEL K 1 201		1	0

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:

<u>⊪</u> < <u>s</u> a	Goods Receipt Purchase Order 450000210 - ERP201	
Hide Overview More 🛩	Find	Exit
**	Goods Receipt V Parchase Order V 6 G G G G G G G G G G G G G G G G G G	
My Documents ~ Purchase Orders 450000210	2∃General Vender g8	
 ✓ Reservations Blank ✓ Material Documents 4900014390 ✓ Held Data 	Document Date: 2023/12/01 Delivery Note: Vendor: Mid-West Sumby Posing Date: 2023/12/01 Bill of Lading: HeuderFest: Individual Sip Vendor: Vendor: Vendor:	
Blank	Line Mat. Short Text W OK Qy in UnE EUn SLoc Stock Segment Earch Valuation Type Mo	D. @
	1 Chain Lock 200 EA Trading Goods 101	*
		<u>.</u> ;
	当 Detail data	

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

<u>⊪</u> < ₩	7	Goods Rec	cipt Purchase Order 45000	00210 -	ERP201				
Hide Overview More 🗸									Find Exit
**	Goods Receipt V Purchase Order V				© Q ≔	GR goods receipt	101		
My Documents									
VPurchase Orders	Ceneral Vendor 8								
4500000210									
~Reservations	In the second				and the second				
Blank	Document Date: 2023/12/01	Delivery Note:			Vendor: Mid-Wes	LSupply			
~Material Documents	Posting Date: 2023/12/01	Bill of Lading:			HeaderText:				
4900014390	Tindividual Slip 🗸								
∨Held Data									
Blank	Lina Mat Short Taxt	W OF	Oty in UnE	Film	el es	Stock Semant	Datch	Valuation Turns	Mo D @
	1 Chair Look	II OK	100	EA	The first Cards	boots organitat	panta	valuation type	101
	1 Chain Lock		100	EA	Trading Goods				101 + 5
	0				- Anna				< > ~
	A 7 Q Q 1	Delete	Contents 53	1	0 🕀 🛅				
	1 Detail data								
							Tot		Hold Check

改好後,點擊視窗右下方的^{Post}。系統顯示畫面如下:

<u>∎</u> < SA	7	Good	s Receipt Purchase Order + I	ERP201			
Hide Overview More 🛩							Find Exit
**	Goods Receipt ~ Parchase Order	-		© Q ≡	GR goods receipt	101	
My Documents				the second s			
✓ Purchase Orders 450000210	General Vendor B						
✓Reservations							
Blank	Document Date: 2023/12/01	Delivery Note:					
V Material Documents	Posting Date: 2023/12/01	Bill of Lading:		HenderText:			
500000210	🗇 🗌 Individual Slip 🗸 🗸						
4900014390							
∼ Held Data	Line Met Chart Taut	WOY	One in The E	File Class	Clack Comment	Datab	Valuation Turna Ma D
Blank			da mont		and a second second		÷
	(3)))))			10000000000			<pre>< > *</pre>
		다. [한 Delete	Contents 0.0				
	E Detail data						
Material document 500000	0210 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:



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

 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:

=	SAP Business Client	> GBI (1) 790 💽 🔁 🔓 📃 🗖 🗙
Stock Overview: Compa + ••••		
📰 ★ Enter transaction code or command		۹ 🔲
< SAP	Stock Overview: Company Code/Plant/Storage Location/Batch	
☑ Save as Variant More →		Exit
Database Selections		\$
Material:		
Plant:	to:	
Storage Location:	10:	
Batch:	lo:	
Database Selections		
Stock Segment:	to:	
Stock Type Selection		
Also Select Special Stocks: 🗹		
Also Select Stock Commitments: 🔽		
List Display		
Special Stock Indicator:	to:	
Display version: 1		
Display Unit of Measure:		0
		Execute

 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	> GBI (1) 790 💽 🗗 🔓 💶 🗖 🗙
Stock Overview: Compa +		
Enter transaction code or command		٩ 🔳
< SAP	Stock Overview: Company Code/Plant/Storage Location/Batch	
₿ Save as Variant More ∽		Exit
Database Selections		÷
Material: Plant: Storage Location: Batch:	CHLK1201 M100 Q to: to: to: to: to:	
Database Selections		
Stock Segment:	io:	
Stock Type Selection		
Alao Select Special Stocku: Alao Select Stock Commitmenta:	✓ ✓	
List Display		
Special Stock Indicator: ^a Display version: Display Unit of Measure:		Å. *
		Execute

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

		Stock Overvie	w: Basic Li	st					
B ⊖ More⊻								ē	Ex
ection									
Material: CHLK1201			٥						
Chain Lock						External M	anufacturer:		
Material Type: HAWA	Trading Good	ls.							
Unit of Measure: EA	Base Unit of M	Measure		EA					
X Q Petailed Display									
	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Consgt ordered	Stek trans.(plnt)	Transfe	
Code/Plant/Storage Location/Batch/Special Stock Full	Unrestricted use 100.000	 Qual. inspection	Reserved	Rcpt reservation	On-Order Stock 100.000	Consgl ordered	Sick trans.(plnt)	Transfe	
 Cull Full US00 Global Bike Inc. 	Unrestricted use 100.000 100.000	 Qual. inspection	Reserved	Rcpt reservation	On-Order Stock 100.000 100.000	Consgl ordered	Stek trans.(plnt)	Transfe	
Company Code/Plant/Storage Location/Batch/Special Stock Full US00 Global Bike Inc. End MI00 DC Miami	Unrestricted use 100.000 100.000 100.000	 Qual. inspection	Reserved	Rept reservation	On-Order Stock 100.000 100.000 100.000	Consgt ordered	Sick trans.(plnt)	Transfe	
	Unrestricted use 100.000 100.000 100.000 100.000	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock 100.000 100.000 100.000 100.000	Consgt ordered	Stek trans.(plnt)	Transfe	
Client/Company Code/Plant/Storage Location/Batch/Special Stock Full US00 Global Bike Inc. MI00 DC Miami TG00 Trading Goods	Unrestricted use 100.000 100.000 100.000 100.000	Qual. inspection	Reserved	Rept reservation	On-Order Stock 100.000 100.000 100.000 100.000	Consgt ordered	Stek trans.(plnt)	Transfe	
Image: Chient/Company Code/Plant/Storage Location/Batch/Special Stock Chient/Company Code/Plant/Storage Location/Batch/Special Stock Image: Chient/Company Code/Plant/Storage Location/Stock Image: Chient/Company Code/Plant/Stock Image: Chient/Company Code/Plant/Stock Image: Chient/Company Code/Plant/Stock Image: Chient/Company Code/Plant/Stock <	Unrestricted use 100.000 100.000 100.000 100.000	Qual. inspection	Reserved	Rept reservation	On-Order Stock 100.000 100.000 100.000 100.000	Conset ordered	Sick trans.(plnt)	Transfe	

- 3. 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。
- 4. 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 0050	4- ###
Global Bike Inc. Trading Goods Miami TG00 5341 Blue Lagoon Di Miami FL 33136	rive	Date Accountin Clerk: Order Number: Payment method: Dispatch: Page:	06/01/2012 Addison Bennet 20417823410 invoice tree delivery 1
Billing Date: 06/01/2012			
Payment Date: 09/01/2012			
Involce Dear Ms. Aura Maxwell,	Tax Appropriation	(neid next to (neid next to deltek on En	
Involce Dear Ms. Aura Maxwell, Regarding your request, we to Position Quantity	hereby send you with the followin Description	g invoice: Amount	Total Amount
Invoice Dear Ms. Aura Maxwell, Regarding your request, we h Position Quantity 1.1 100	Description Invoice 00504-### CHLO1### Chain Lock	g invoice: Amount 32.00	Total Amount 3,200.00 US

 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】:

Enter Company Code	×
* Company Code: USDD 6	হ
s s s s s s s s s s s s s s s s s s s	8

3. 系統帶出 Enter Incoming Invoice 視窗:

		SAP Business Client			- 5
Enter Incoming Invoice; C + ····					
E 🗶 🛛 Enter transaction code or command					Q
< SAP	Enter Inco	oming Invoice: Company Code U	900		
Show PO structure Show worklist. 📳 🖽 Help 🤷 NF More 🗸					1
* Transaction: Invoice	•00	Balance:	0.00		
sic Data Payment Details Tax Contacts Note					
Invoice date: Ø Reference:					
Posting Date: 2023/12/01					
Amount:					
Calculate Tax					
Tax Arabont: XI (Input Tax)	1				
Lext					
Company Cone: 0000 Choose and and and					
) Reference G/L Account Material					
Purchase Order/Scheduling Agreement		Goods/tervice iters	۰. v		
		* Layout; All inf	v notation		
liern Arsount Quantity Ord 🗂 Purchase order	hem PO Text		Tax Code	No A Acct Assgt	Edit Own Condi Edit Sug
01					4.3.9
Allested a left state	16				

 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):

=	SAP Builness Client	_ 0
Entar Incoming Invoic × +		
Enter blansaction code or command		٩ 🗆
< SAP	Enter Incoming Invoice: Company Code US00	
Show PO structure Show worklist (2) (1) Help Θ_{g_1} NF More \checkmark		Enit
* Transaction: Devoice v	•00 Ealaret: 0.00	
Exame Data Tayment Details Tax Contacts Note Exame Data Tayment Details Tax Contacts Note Exame Data 2023/12/01 Reference: Posting Data 3223/12/01 Amount: 3,200.00 Calculate Tax Tax Amount: X1 Onpet Tax) Text: RVORCE 00504.201 Examine Data: Company Code: U500 Global Bike Inc. Dallas		
Platchase Order/Scheduling Agreement	Goods/service items	
hrm Amount Quantity Ord	PO Text Tax Code No A Acct Asigt	Edit Own Condi Edit Sur

5. 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:

chase Orde	en/Scheduling Agreeme	nt v	4500000210)	ą	d,]	
ltem	Amount	Quantity		Ord		Purchase order	ltern	PO Text

輸好後按[Enter],視窗下方表格第一列顯示數據如下:

urchase Orde	z/Scheduling Agreeme	at	√ 450000	0210	ਹੈ			Goods/service	e items	~	
								* Layout:	All information	~	
ltem	Amount	Q	vantity	Ord	 Parchase order	ltem	PO Text			Tax Code	No
/]] 3	,200.00		100 EA	4500000210	10	Chain Lock			XI (Input Tax)	~ [

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

ur	chase Order	Scheduling Agreement	4500000210)				Goods/service items
								* Layout: All informati
	Item	Amount	Quantity	Ord	D	Purchase order	Item	PO Text
					,			

7. 點按視窗上方的^{➡ Simulate}按鈕,系統帶出模擬過帳的參考畫面:

Jarmon	А.	G/L	Act/Mat/Ast/Vndr	Amount	Currency	Purchasing Doc.	Item	T	Jurisd. Code	Tax date	Bus. Area	Cost Center	CO A	. @
	Пĸ	300000	Mid-West Supply / Lincoln N	3,200.00-	USD			XI					NADO	
	2 S	310000	Goods Receipt / Invoice Recei	3,200.00	USD	4500000210	10	х	FL0000000		BIOO		NADO	1
														. :
														113

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



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

- 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:

RV K SAP			Standard PO 45000002	10 Created by ERP201						
Document Overview On 🗂 🐓 🔂 🗒 Phint P	Preview Messages 🗊 🗐	Personal Setting Moss 🗸							q	Exit
← Buck → Forward Close	Line Standard PO	V 4500000210	Vendor: 1	25145 Mid-West Supply		Dot. Date:	2023/11/13			
User Interface for the Purchase Order Three scene meas, which can be expanded and collapsed individually, allow you to determine which data is displayed. Faulty items You can process system messages directly or <u>collect</u> them for subsequent processing. Further functions Salf-Definable Decument Overview - Bail And Straightforward Access to Relevant Data - Rul Incomplete Purchase Orders On Hold - Subsequent Straightforward Access to Collevant Data - Rul Incomplete Purchase Orders On Hold - Subsequent Straightforward Access to Relevant Data - Rul Incomplete Purchase Orders On Hold - Subsequent Straightforward Access to Relevant Data - Rule Count Data - Rule Count Data - Enter Access Access Access Access Access Access - Enter Access Access Access Access Access - Enter Access Access Access Access Access - Enter Access Access Access - Enter Access Access Access Access - Enter Access		Material BERI201 0 6 0 22 4 0 CHLK1201 , Chain Lock re/Weights Delivery St	Short Text Chan Lock To To Contemporate Delivery	PO Quantity	ODa 200 EA Purchase Order	C Deliv. Date D 2024/02/04	Net Price C 32.00 t Addi Pa	uneacy Per ISD 1	OFU Mail Group EA Unities	Plat DC M
Eurlber_Information	S C Delivery Date D <u>6024/02/04</u> D 2024/02/11	School. Qy	Time Stat. Del. De 00 2024/02/04 00 2024/02/11	CIR. qty	Perchase Req. 100 10000120 10000120	Requis. No 10 10	Open Quantity 100	Sch P 1 0 2 0 0 0 0		

3. 點選 Purchase Order History 頁籤,畫面如下:

S⊻ < SAP			Standard PO 4500000210 Cre	ated by ERP201					
Document Overview On 🗂 🔅 🗊 🗒 Frint F	Preview Messages 🗊	\bigcirc Personal Setting $\mod \lor$						q	Exit
← Back → Forward S Close	Standard PO	~ 450000210	Vendor: 125145	vlid-West Supply	Dor. D	ste: 2023/11/13			0
User Interface for the Purchase Order Three screen areas, which can be expanded and collapsed individually, allow you to determine which data is displayed. Faulty Items You can process system messages directly or <u>collect</u> them for subsequent processing. Further functions • self-Defnable Document Overview • salt-Defnable Document Overview • salt And StabilityBetweet Data • Salt-Defnable Document Detains Ordens • Salt-Defnable Document Detains • Salt-Defnable D	S. hm A 10 Q IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	I Material CELTI201	Short Text Chana Lock T T T T T Schedule Delivery Inv	PO Quantity	OUs C Deliv. Date 200 EA D 2024/02/04 Purchase Order History	Net Phoe 32.01 Addl	Cumency Per C USD 1 1 Flanning	PU Mail Group EA Utilities Con >	
Dioslaw Bolenses Statisg: Invise Profile Preview Direct from Purchase Order Eurlhor Information	Sh. Te MVT M Sh. Te MVT M WE 101 50 Tr/Ev. Goods re RE-L 51 Tr/Ev. Invoice re	Commentation Desire() C V Image: Commentation (Commentation) terial Document Item Posting Date 00000210 1 2023/12/01 celpt 05600172 1 2023/12/01 celpt 05600172 1 2023/12/01	Cuestile Delivery and Cuestile Delivery cost quantity 100 0 100 0 100 0 100 0	OUn*Amt.in Loc.Cur. (EA 3,200.00 EA 3,200.00 EA 3,200.00 EA 3,200.00	Lucur ¹⁴ Ofty in OPUn DelCostt USD 100 USD 100 USD 100 USD 100 USD 100	Ray (OPUn) Order Price Uni 0 EA EA 0 EA EA	* Amount Crcy Re 3,200.00 USD 3,200.00 USD 3,200.00 USD • 3,200.00 USD	ference	***

4. 點選上述頁籤的 WE (Goods receipt)這一列的收貨單據編號(本範例為 500000210, 係由步驟

12 產生),系統顯示收貨單據細節如下:

R ~	< SAP			Display Mate	erial Document S	00000210 - ERF20	1					
More 🛩												Find Exit
Display	V Material Document V 50	2023 3 9 9										
Ceneral General	Vendor 🗃 Doc, into Document Date: 2023/12/01 Posting Date: 2023/12/01	Delivery Note: Bill of Lading:		Vendor: HeaderText:	Mid-West Supply							
Line	Mat. Short Text	W Qty in UnE	EUn	SLoc	Basin	Stock Segment	Batch	Valuation Type	Mo	D. Stock Type	Pint	IIT Call Number@
1	Can Lock		EA	Inading Goods	BIUU				101	+ Unrestricted-Use	✓ DC Miserin	
▲ ▼ ⊡ Material	Quantity Where Purchase Order Data	Partner Account Assignment										
	Material: <u>Chain Lock</u> Supplier Mat. No.:		CHLK	1201								
	Material Geosp: 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 按鈕,系統跳出 List of Documents in Accounting 視窗如下圖:



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:

-/	(j) (a	۹	n Display Cu	mency 📲 General Ledger View	More 🗸			
ta Ent	ry View								
	Documen	t Num	ber:	5000000132	Company Code:	USOD	Fiscal Year: 2023		
	Docur	nent D	late:	2023/12/01	Posting Date:	2023/12/01	Period: 12		
	3	Referei	nce:		Cross-Comp.No.:				
		Currer	icy:	USD	Texts Exist:		Ledger Group:		
ב] [≞ :₀Cd		र्रो द	\ ∇ SG	<mark> ν Σ ν</mark> Σ	E ♥ I @ I ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥	1	Amount	Currency	Tx
	1	89		200200	Inv-TG		3,200.00	USD	
JSOO							2 000 00	LICD	

 按視窗上方【<】回到 Purchase Order History 頁籤。點按發票號碼(本範例是 <u>5105600172</u>,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:

3⊻ <	SAP				Display	Invoice Document 51056	00172 2023			
Show PO structure	Follow-On Document	t								Exit
Trans	ction: Invoice		~	5105600172	21	023				0
Basic Data Pays	nent Details	Tax Contacts Note					Vendor 0000125145		-	
Invoice - Posting Tax Ar Payrat Eascline	date: 2023/12/01 Date: 2023/12/01 oount: 3,200.00 oount: 0.00 Text: INVOICE 00504 terms: De irmurdsatel: Date: 2025/12/01 VL Account Mate	Calcula XI (Japan T -201	te Tax	USD ~		0	Mid-Weat Supply 333 W Industrial Lake Dr LINCOLN NE 66528 USA		€a ≣ OI	
							* Layout: All information	~		
ltem Am	ount	Quantity	Ord 🗂	Purchase order	ltern	PO Text		Tax Code	No A	Acct Assgt
	3,200.00	100	EA 🔽	<u>4500000210</u>	10	Chain Lock		XI (Input Tax)	× 🗆	

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

$\langle \rangle$	<	SA	•	Display Document: Data Entry Viet	W						
63	হি ৫	۲	i Taxes	🕆 Display Currency 📲 General Ledger View More 🗸			E:				
ata Entr	ry View										
1	Document Num	iber:	5105600172	Company Code: US00	Fiscal Year: 2023						
	Document D)ate:	2023/12/01	Posting Date: 2023/12/01	Posting Date: 2023/12/01 Period: 12						
				Cross-Comp No :	Cross-Comp.No.:						
	Refere	nce:		Crobb Comparish	Cross-Comp.No.:						
	Refere Curres	nce: ncy:	USD	Texts Exist:	Ledger Group:						
হ][≞ coCd	Refere Curren E = Q Q' Item Key	nce: ncy: V SG	USD Σ Σ	Texts Exist: □	Ledger Group:	Currency	Tx				
হ coCd JS00	Refere Current E = Q Q Item Key 1 31	nce: ncy: SG	USD Σ	Texts Exist:	Ledger Group: Arnount 3,200.00-	Currency USD	Tx 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:

<	S	AP	~									Vendo	or Line I	tem Dis	olay									
ĸ	<	>	>	4 (53	Ø		<u> </u>	66		7 4	1 I I	= #	賜	毘	jΣ	Σ/Σ	汪	ĕ	More \sim	Q	Q+	ŧ	Exit
Vendor Company Name	r Col	de		1 U	2514: SOO (id-We	5 est Sup	ply																	\$
City				L	inco	ln																		- 1
St	As	s i gnme	ent		Doci	mentNo	Туре		DocDate	s dd	Amoun	t in Lo	ocal Cro	cy LCur:	Clm	ng doc.	Text							- 1
0					510	5600172	RE		2023/12/01	۵	3	:	3,200.00) - USD			INVOIC	E 0050	4-201					- 1
* •													3 <mark>,</mark> 200.00)- USD										- 1
** Ac	cou	nt 12:	5145				L		i			2	3,200.DC	D- USD										- 1
Vendo r Company	r Col	de		•	r.						8			_										
Name City				•																				
St	: As	s i gnme	nt		Docu	mentNo	Туре		DocDate	s dd	Amoun	t in L	ocal Cro	cy LCur:	C1 m	ng doc.	Text							
***													3 <mark>,200.00</mark>) - 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。