SAP ERP Lab: MM 模組操作練習(4)

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 16: 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 個鏈條鎖建立第二筆收貨(100 個)紀錄

 接續步驟 15,(若完成步驟 15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)

[本步驟交易代碼與步驟 12 相同]

BY < 🏧	2				Good	s Receipt Furchase Order -	ERF20)1					
Hide Overview More ~												Find	Exi
	Goods Receip	t ~	Parchase Order	~	1			© Q =	GR goods meetpt	101			
My Documents													
~ Purchase Orders 4500000210	3 General	Vendor 8	8										
~ Reservations													
Blank		Document Date:	2023/12/10	Delive	ry Note:								
~Material Documents		Posting Date:	2023/12/10	Bill of	Lading:			HeaderText:					
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4900014390	-												
∨Held Data		1											
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		4.2											\$
	A V			k [4 ²] [□ 17 Delette		Se Contents							
	Material	Quantity	Where										

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:

<u>₹</u> < <u>SA</u>	P	Goods Receipt Purcha	se Order - ERP201		
Hide Overview $$ More \sim					
	Goods Receipt - Purchase Order	× 4500000210	© Q ≔	GR goods receipt	101
My Documents					
\sim Purchase Orders	E General Mandar 98				
4500000210	California Vendor Bs				
~Reservations					
Blank	Document Date: 2023/12/10	Delivery Note:			
~Material Documents	Posting Date: 2023/12/10	Bill of Lading:	HeaderText:		
500000210	a Individual Slin				
4900014390					
√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):

<u>∎</u> < <u>s</u>	~			Goo	ds Rece	ipt Purchase Order 450	01500000	ERP201					
Hide Overview More ~												Find !	Exit
* * = =	Goods Rece	ipt ~	Purchase Order	~				CQ	□ GR goods receipt	101			0
My Documents													
-Puschase Orders	(F) Canar	al Vandor											
4500000210		an yearson											- 1
~Reservations													
Blank		Document Date:	2023/12/10	Delave	ry Note:			Vendor:	Mid-West Sapply				- 1
~ Material Documents		Posting Date:	2023/12/10	Bill of	Lading:			HeaderText:					- 1
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	1	Chain Lock				100	EA	Trading Go	ods			101	
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	Mater	al Quantity	where Purc	nase Order Data Partner									-
													. 1
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 系統顯示剩餘 100 單位的物料尚未收貨。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:

Hide Overview More ~											Find	Exit
* * 1	Goods	Receipt	t v Purchase Order	×			QQ	□ OR goods receipt	101			
dy Documents												
Purchase Orders	a.	Ieneral	Vendor =8									
4500000210		Concrete.	Vesters Lan									
Reservations												
Blank			Document Date: 2023/12/10	Delivery Note:			Vendor:	Mid-West Supply				
Material Documents			Posting Date: 2023/12/10	Eill of Lading:			HeaderText:					
500000210		+	Individual Slip \sim									
4900014390												
- Ikid Data	-		last of the second s				-					-
Dians.	- 5	ine	Mar. Short Text	WOR	Qty in OnE	EUn	SLOC	Stock Segment	Dation	valuation Type	M0	D.C
	- 6	1	Chain Lock	- 1	100	EA	Trading Go	ods			101	+ .

5. Qty in UnE 附近的欄位已變成可編輯狀態,請將 OK 欄位打勾:

<u>≋</u> < S A	7		Good	Recei	pt Purchase Order 4	500000210 - 1	ERF201		
Hide Overview $$\rm More{\sim}$$									
** • •	Goods Receip	pt 💛 Purchase Order	0	Ĩ.			© [4] (=)	GR goods receipt	101
My Documents									
~Purchase Orders	E Genera	Vendor #							
450000210	- Ocircia								
Reservations									
Blank		Document Date: 2023/12/10	Delivery	Note:			Vendor: Mid-Wes	t Supply	
~Material Documents		Posting Date: 2023/12/10	Bill of L	ading:			HeaderText:		
500000210		Individual Slin							
4900014390	10								
-Held Data									
Blank	Line	Mat. Short Text		W OK	Qty in UnE	EUn	SLoc	Stock Segment	Batch
	1	Chann Lock			100	EA	Trading Goods		

勾好後,點擊視窗右下方的^{Post}。系統顯示畫面如下:

<u>∎</u> ⊻ < SAP	7		Goo	ls Receipt Purchase	Order - ERP201				
Hide Overview More \sim									Find Exit
**	Goods Recei	pt 🗸 Parchase Order	~		© Q ≡	GR goods receipt	101		
My Documents - Purchase Orders 4500000210	Genera	il Vendor 🔗							
 Reservations Blank Material Documents 		Document Date: 2023/12/10 Posting Date: 2023/12/10	Delivery Note Bill of Lading		HeaderText:				
5000000224 5000000210 4900014390	•	Individual Slip	2						
- Held Data Blank	Line	Mai. Short Text	w or	Qty in UnE	EUn SLoc	Stock Segment	Bach	Valuation Type	Mo D. ♥ ≎
	(≞) 3	e al data	[Q,]Q [*]]	Contexts					.,0
Material document 50000	000224 posted	View details						E	estad 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 16。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

▶ 步驟 17: 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 寄來的第二張發票資訊輸入 GBI 公司的系統內

供應商發票:Mid-West Supply 寄給 GBI 公司的第二張發票重點內容如下:

	AND THE REAL PROPERTY OF		A CONTRACTOR	
Position	Quantity	Description	Amount	Total Amount
AN AN AND		Invoice 00515-##		

- 接續步驟 16,(若完成步驟 16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:原文教材流程圖將此步驟列為 FI 模組,但實際上是 MM 模組。) [本步驟交易代碼與步驟 14 相同]
- 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:

on DO structure . Show would us		Mountai							
ow PO structure - Show working	(7) Of tech where	MORE ~							
* Transaction; hvoice		v		•00	Balance:	0.00			
c Data Payment Detail	e Tax Contacte N	ote							
Invoice date:	R	eference:							
Posting Date: 2023/12 Amount:	10								
	Calc	ilate Tax							
Tax Amount:	XI (hpu	Tax)	Ŷ						
Text									
Company Code: US00 Glo	bal Bake Inc. Dallas								
eference G/L Account	Material								
chase Order/Scheduling Agreement	~		0 *			Goods/service items	v		
						* Layout: All information	~		
	Quantity	Ord_ 💭 Pusc	hase order litern	PO Text			Tax Code	No A Acct Assgt	
Bern Amount									
ltern Arnount									
llem Arsonnt									

 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 寄來的第二張 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 00515-###】(###為同學自己的 SAP 帳號後 3 碼),輸好後按 [Enter],畫面如下圖:

< SAP	Enter Incoming Invoice: Company Code US00
Show PO structure Show worklist 🔄 👔 Help 🍕 NF More 🗸	
* Transaction: Invoice	• CO Ealance; 0.00 USD
Basic Data Payment Details Tax Contacts Note	
Invoice date: 2023/12/10 Reference:	
Posting Date: 2023/12/10 Amount: 3,200.00	dsn
Calculate Tax	
Text: INVOICE 00515-201	
Baseline Date: Company Code: US00 Global Bike Inc. Dallas	с
PO Reference G/L Account Material	
Purchase Order/Scheduling Agreement	Goods/service items
	* Layout: All information

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:

PO Reference	G/L Account	Material					
Purchase Order	/Scheduling Agreemen	t v	4500000210	ঝ	□→		
Item	Amount	Quantity	Ord		Purchase order	Item	PO Text

輸好後按[Enter],視窗下方表格第一列顯示數據如下:

O Refere	ence	G/L Account Mater	ial									
Purchase	Order/	Scheduling Agreement	√ 4500000210						Goods/service items	\sim		
									* Layout: All information	~		
Iter	n	Amount	Quantity	Ord [7	Purchase order	Item	PO Text		Tax Code	No A	Acct Assgt
~	1	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:

urchase Orde	r/Scheduling Agreeme	ent	450000021)	1			
74	6		Onantity	Ord	P==	Purchase order	Item	DO Tert
nem	Amount		Quantity	Giu	Lv	I utchase often	TICILL	I O IOAL

7. 點按視窗上方的 Simulate 按鈕,系統帶出模擬過帳的參考畫面:

sition	A. G/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	T	Jurisd. Code	Tax date	Bus	Cost Cen
	П к 300000	Mid-West Supply / Lincoln N	3,200.00-	USD			IX				
	2 5 310000	Goods Receipt / Invoice Recei	3,200.00	USD	4500000210	10	х	FL0000000		BIDD	
											$\langle \rangle$

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 17。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

● 步驟 18: Post Payments to Vendor (向供應商付款)

角色扮演:GBI 公司的應付帳款人員: Silvia Cassano 任務情境:為 Mid-west Supply 寄來的兩張發票進行付款

 接續步驟 17,(若完成步驟 17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 F-53 這個交易代碼。按[Enter]。(或從以下路徑 進入: Accounting => Financial Accounting => Accounts Payable => Document Entry => Outgoing Payment => Post)

=	SAP Business Client	_ 🗆 ×
Post Outgoing Payment	s: +	
😑 ★ Enter transactio	n code or command	٩ 🗉
< SAP	Post Outgoing Payments: Header Data	
× Cancel selection Pr	process Open Items — More \checkmark	Exit
* Document Date:	* Type: KZ * Company Code:	¢
* Posting Date:	2023/12/10 Period: * Currency/Rate:	
Document Number:	Translation dte:	
Reference:	Cross-CC Number:	
Doc.Header Text:	Trading part.BA:	
Clearing Text:		
Bank data		
* Account:	Business Area:	
Amount:		
Amt.in loc.cur.:		
Bank Charges:	LC Bank Charges:	
Value date:	Profit Center:	
Text:	Assignment:	
Open item selection	Additional selections	
Account.		
Account Type.	Contra Accounts Annount Desmanet Number	
Special G/L Ind:	✓ Standard Ols	
Payt Advice No.:		
Listnbute by Age	Unning Area	
Automatic Search	O Others	
Invoice Summary		\$
		Post

系統帶出 Post Outgoing Payments: Header Data 視窗如下:

 在最上方資料區域, Document Date 欄位輸入【當天日期】, Type 欄位已顯示代表 Vendor Payment 的代碼【KZ】(同學可按旁邊的搜尋按鈕找到代碼說明), Company Code 欄位輸入 【US00】, Currency/Rate 欄位組合的第一個欄位輸入【USD】。 在 Bank data 資料區域, Account 欄位輸入【100000】, Amount 欄位輸入【6400】, Text 欄位 輸入【INVOICES 00504-### & 00515-###】(###是同學 SAP 帳號的後三碼)。

在 Open item selection 資料區域, Account 欄位輸入 Mid-West Supply 的 6 碼【供應商代號】 (周老師的範例為 125145,供應商代號在步驟 1 講義的第 8 個程序產生,若未做紀錄,同學 可按旁邊的搜尋按鈕,在 Search term 輸入自己的 SAP 帳號後三碼, City 輸入【Lincoln】, 即可搜尋得到)。

< SAP	Post Outg	oing Payments: Header Data	
× Cancel selection P	rocess Open Items $$ More $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Exit
* Document Date:	2023/12/10 * Type: KZ	* Company Code: USDD	
* Posting Date: Document Number:	2023/12/10 Penod:	Translation dte:	
Reference:		Cross-CC Number:	
Doc.Header Text:		Trading part.BA:	
Clearing Text: Bank data			
* Account:	100000	Business Area:	
Amount:	6400		
Amt.in loc.cur.:			
Bank Charges:		LC Bank Charges:	
Value date:		Profit Center:	
Text:	INVOICES 00504-201 & 00515-201	Assignment:	
Open item selection		Additional selections	
Account:	125145	 None 	
Account Type:	K Other Accounts	O Amount	
Special G/L Ind:	Standard OIs	O Document Number	
Payt Advice No.:		O Posting Date	
Distribute by Age		🔿 Dunning Area	
Automatic Search		O Others	
Invoice Summary			
			Post

以上輸入事項完成後畫面如下:

3. 點選視窗上方的 Process Open Items 按鈕,會帶出以下視窗:

=			SAP Bus	iness Client		_ 🗆 ×
Post Outgoing P	Payme × -	+				
😑 ★ 🛛 Enter tra	ansaction code or	command				۹ 🗆
< SAP			Post Outgoing Paym	ents Process open items		
🖬 🖗 Disti	ribute Difference	Charge Off Differ	ence 🖉 Editing Options ⊘	Cash Disc. Due 🛛 More 🗸		🚊 Exit
Standard Partia	l Pmt Res.It	ems WH Tax				
	051453737					
Account items I	Demonstration	st Supply	LIPD Come	California	CDDex	
5105600172	Document type	2023/12/01	3 200 00.	CashLASCOUNT	CDPer.	
5105600185	RE	2023/12/10	3,200.00-	1		
						< :
		Q Q Amount	€ Gross⇔Net € Curren	cy 🥻 Items 🥒 Items	🥻 Disc. 🥒 Disc.	
Processing Status						
	Number of Items:	2		Amount Entered:		б,400.00-
I	Display from Item:	1		Assigned:		б,400.00-
	Reason Code;			Difference Postings:		
Display in clearing	g currency	·		Not Assigned:		0.00
$\langle \rangle$						0
95 M						
🗹 2 items were sel	lected					Post Cancel

4. 檢查視窗中的付款資訊,確認本次付款包含兩筆發票的應付帳款單據(周老師單據號碼為步 驟 14 產生的 5105600172 及步驟 17 產生的 5105600185)合計總金額\$6,400。點按視窗右下方 的^{Dott},以完成付款過帳。系統產生一組編號如下:

Document 1500000070 was posted in company code US00

5. 以上為步驟 18。點按視窗左上方的【<】(若出現警告訊息可略過),回到 SAP Easy Access 畫面。

● 步驟 19: Display Vendor Line Items (檢視供應商應付帳款餘額)

角色扮演:GBI 公司的會計主任: Shuyuan Chen 任務情境:檢視已向 Mid-west Supply 付清兩次到貨的發票金額

 接續步驟 18,(若完成步驟 18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 FK10N 這個交易代碼。按[Enter]。(或從以下路 徑進入:Accounting => Financial Accounting => Accounts Payable => Account => Display Balances) (註:原文教材流程圖將此步驟列為 MM 模組,但實際上是 FI 模組。)

系統帶出 Vendor Balance Display 視窗如下:

< SAP	Vendor Balance Display	
🕼 Save as Variant 🗍] Activate worklist More \sim	Exit
	Vendor: Image: Company code: Fiscal year: Image: Company code:	

2. 在上述視窗 Vendor 欄位輸入 Mid-West Supply 的 6 碼【供應商代號】(周老師的範例為 125145), Company code 欄位輸入【US00】, Fiscal year 輸入【當年度】, 如下圖:

< SAP	Vendor Balance Display	
🕼 Save as Variant 👘 Activate worklist Mo	re 🗸	Exit
Vendor: Company code: Fiscal year:	125145 US00 2023	
		Execute

3. 輸入完成後,按視窗右下方的 Execute 按鈕,系統生成類似下圖的視窗:

	< SAP		Vendor Bal	ance Display		
睗	More V					Exit
Bals	Vendor 125145 Company Code: US00 Fiscal Year: 2023 Display emrey: USD Special G/L	Mid-West Supply Global Bike Inc.				
Period		Debit	Credit	Balance	Cumulative Balance	Sales/Purchases
Balan 1 2	ce Carrytorw					
3 4 5 6						
7 8 9						
10 11 12		6,400.00	6,400.00			6,400.00-
13 14 15						
16 Total		6,400.00	6,400.00			6,400.00-

- 上述視窗內容為 GBI 公司在本年度與 Mid-West Supply 這家供應商在各月份的借貸紀錄(先 credit 後 debit)。因本課程講義製作時兩筆到貨及付款均在 12 月份進行,故合計 6,400 均為 12 月份交易。
- 5. 點選 12 月份的交易金額,系統帶出下列視窗:

<	S/	P									Vend	lor I	ine Item.	ı Displ	ay								
<	<	>	>	69	ı	II Ø	2	G	6	∇	<u>۽</u>	Ŧ	#	睗	瞘	Σ	Σ/۲	汪	More \smallsetminus	Q	Q ⁺	ē	Exit
Vendor Compan Name City	y Code		l T Mi	1251 JSOO id-W inco	45) West Suppl pln	у																	•
St	Туре	D	ocDate	Ne	et Due Dt	Clearin	g	Amount	in 1	Local Cr	cy LCu	111	Documen	tNo									
	RE RE	2	023/12/01 023/12/10	1 20 20)23/12/01)23/12/10	2023/12 2023/12	/10 /10			3,200.0 3,200.0	10 - USE 10 - USE	D D	5105600 5105600	172 185									
* Ac	count	12514	5							б,400.0	0- USE	D											
Vendor Compan Name City	y Code		•	+																			
St	Type	D	oc.,Date	Ne	t Due Dt	Cleatir	ę	Amount	: in]	Local Cr	cv LCu	111	Documen	tNo									
**						2				б,400.0	10- USE	D											
																							0
	nems di	splaye	a																				

- 6. 在上述視窗內可看到兩筆發票的金額,及已完成付款(Clearing)的日期。同學如果想進一步看 細節,可點選這兩筆紀錄任一筆,系統會帶出更詳細的資訊。
- 7. 以上為步驟 19。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

● 步驟 20: Display Purchase Order History (檢視採購單歷史紀錄) (本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、兩次收貨單據、兩次供應商發票紀錄等文件

- 接續步驟 19,(若完成步驟 19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 及 15 相同]
- 2. 系統帶出採購單歷史資訊如下(若未預設顯示 Purchase Order History 頁籤,請轉至該頁籤):

	Jun	Stan	dard PO			~ 4500000210		Vendor: 125145 Min	i-West Supply		Doc. Date	2023/11/13				
	Ð	Heade	6													
face for the Purchase Order	13															
on areas, which can be expanded and ndividually, allow you to determine which data is		10 2	Itra	A	1 1	Material	Short	Test	PO Ocantity	00	C Deliy, Date	Net Price	Corre	nex Per	OPU	M
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3. 點選上述頁籤的 WE (Goods receipt)第一列的收貨單據編號(本範例為 500000224, 是第二筆 到貨的收貨單據),系統顯示收貨單據細節如下:

×.	< SAP		D	isplay Material Doc	ument 500000	00224 - ERF201						
tore 🗸												Find
play	Vandor # Document V	5000000224 2023 0 9										
Conten	Document Date: 2023/12/10	Delivery Note:		Vendor. M	id-West Supply							
	Posting Date: 2023/12/10 Individual Slip	Bill of Lading:		HeaderText:								
Line	Mat. Short Text	W Qty in UnE	EUn	SLoc	Basin	Stock Segment	Batch	Valuation Type	Mo	D. Stock Type	Pint	л
1	Chain Lock	3 100	EA	Trading Goods	B100				101	+ Unrestricted-Use ~	DC Miami	
	0											
]Q [ď]											
Material	Quantity Where Purchase Order D	ata Partner Account Assignment										
	Material: Chain Lock		CHLK12	01								
	Supplier Mat. No.:											
	Material Group: UTIL											

4. 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:

=	List of Documents :	in Acco	unting	×
Documents	in Accounting			
Document	Object type text			
5000000146	Accounting document			
A0000A9W0	0 Material ledger			

5. 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:

- Frater II			-						
i Entry Vi	1ew								
Docu	iment Num	ber:	5000000146	Company Code:	USOD	Fiscal Year: 2023			
D	ocument D	ate:	2023/12/10	Posting Date:	2023/12/10	Period: 12			
	Referei	ice:		Cross-Comp.No.:					
	Currer	icy:	USD	Texts Exist:		Ledger Group:			
Cd II	tem Key	SG	Account	Description		Amount	Currency	Tx	
00	1 89		200200	Inv-TG		3,200.00	USD		
	2 96		310000	GR/IR Account		3.200.00-	USD		

6. 按視窗上方【<】回到 Purchase Order History 頁籤。點按 RE-L 發票單據的第一列(本範例是 5105600185),系統切換至建立發票時產生的發票單據視窗:

The sector: worker Pryment Details Tax Consces Note: Pryment Details Tax Portion: Portion: </th <th>w PO structure B</th> <th>sllow-On Documents</th> <th></th> <th>one 🗸</th> <th></th>	w PO structure B	sllow-On Documents		one 🗸													
Md-Pres Expply Md-Pres Expose Md-Pres Expose	Transactio Data Paymen	n: Invoice	Tax Contacts	Note	1	\$105600185	2	223		Vend	or 0000125145						
eference Of Account Material * Layout All information * Layout All info	Invoice date Posting Da Azons Tax Azons Tax Azons Tex Paynt tem Baseline Da	 2023/12/10 2023/12/10 2023/12/10 3,200.00 0,00 0,00	201	Reference: Calculate Tur I (Input Tax)	1	5D ~				Mid 335 LIN USA EI	-West Supply W Informal Lake Dr COLLY INS - 04528	8		i≣ ci			
Item Amount Quantity Odd Perchase order Item POText Tax Code No A Act Assgt Edds Own Condia Edd Supplier C S 1 3,200.00 100 EA 4500000210 10 Chain Lock XI (Input Tax) Image: Condia Edd Supplier C S	ference G/L	Account Mate	rial						* Layout: All informa	dion.	~						
1 3,200.00 100 EA 🕑 450000210 10 Chain Lock XI (Input Tax) 🗸 🤃	llem Amount		Quantity	Ord	E Purch	ase order	Itera	PO Text			Tax Code	No A	Acct Assgt		Edit Own Condi.	Edit Supplier C	Serv
	1	3,200.00		100 EA	✓ 450	0000210	10	Chain Lock			XI (Input Tax)	~ 🗆			Ø		

7. 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:

E Display Do	ter transactio	× +	nd				0.100
≣ ★ En ₹ 🗸	ter transactio	n code or comma	nd				0
₹		-					~ [[[]
		2	Display D	ocument: Data Entry View			
6) (J	ର୍ 🗢	i Taxes 5	🖗 Display Currency 🛛 📲 General Ledger View	v More V			Exit
Data Entry Vie	:W						
Docun	aent Number:	5105600185	Company Code: USOD	Fiscal Year: 2023			
Do	cument Date:	2023/12/10	Posting Date: 2023/12	/10 Period: 12			
	Reference:		Cross-Comp.No.:				
	Currency:	USD	Texts Exist: 🛄	Ledger Group:			
@ [≞]₹		∇ Σ ∇ $\frac{1}{2}$	│ │ (18) (18) (19) (19) (19) (19) (19) (19) (19) (19				
CoCd Ite	em 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	

 點按視窗左上方的【<】兩次,回到採購單歷史資訊畫面,點選 Delivery Schedule 頁籤,系 統顯示 4500000210 這張訂單雖然預定交貨日期在 2024/02/04 及 2024/02/11(同學設定的時間 可能稍有不同),但 GR qty 欄位(代表 Quantity delivered)顯示兩筆物料均已交貨:

Material Data	Quantities/Weights	Delivery Sc	hedule	Delivery	Invoice	Conditions	Purchase Ord	er History	Te	exts Delivery Add	ress Co	onfirma
St C Delivery	Date Sched. Qty	,	Time	Stat. Del. Dte	GR qty		Purchase Req.	Requis	No	Open Quantity	Sch	P
D 2024/0	2/04	100		2024/02/04		100	10000120	10			1	
D 2024/0	2/11	100		2024/02/11		100	10000120	10			2	
											D	
											D	
											D	

9. 以上為步驟 20。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

● 步驟 21: Display/Review G/L Account Balances and Individual Line Items (檢視總帳是否平衡與 明細)

角色扮演:GBI公司的會計主任:Shuyuan Chen 任務情境:檢視總帳中銀行帳戶及應付帳款的借貸紀錄

 接續步驟 20,(若完成步驟 20 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 FAGLB03 這個交易代碼。按[Enter]。(或從以下 路徑進入: Accounting => Financial Accounting => General Ledger => Account => Display Balances (New))

系統帶出 G/L Account Balance Display 視窗如下:

=	SAP Business Client	_ 🗖 ×
■ G/L Account Balance × +		
😑 ★ Enter transaction code or command		۹ 🔳
< SAP	G/L Account Balance Display	
🖫 Save as Variant 🗇 注 🚦 Activate	Worklist 🔄 Choose Ledger Data Sources More \vee	Exit
Account Number:		
Fiscal Year:	2023	
Ledger:	0L.	
Select C	losing/Opening Postings at Year End: 📃	
		Execute

 上述視窗中, Company Code 欄位已輸入【US00】, Fiscal Year 已輸入【2023】(同學為實際 操作年度), Ledger 已輸入【OL】(OL 代表 Leading Ledger,也就是總帳)。

Account Number 欄位可輸入想要檢視的會計帳戶。本步驟首先檢視銀行帳的內容,請在 Account Number 欄位輸入【100000】。由於 100000 代表多個帳號,可點按輸入框右側的查 詢按鈕,找到代表銀行帳(Bank Account)的 100000:



3. 然後點按視窗右下方的 Execute 。系統帶出類似下方的 GBI 公司本年度在 100000 這個銀行帳戶 的各月份借貸紀錄:

< SAP	Bal	ance Display: G/L Accounts	For the Ledger OL		
🕞 Document Curre	ncy 🔄 Document Currency ,	9° 🔄 Individual Account	More 🗸		Exit
	Account Number: 10000) Bank			¢
	Company Code: USOD	Global Bike Inc.			- 1
	Fiscal Year: 2023				- 1
H Display More Cha	110041 10041 100				- 1
	All Documents in Currency: *	Display	Turrency: USD Company	code currenc	- 1
		maple) -	canoney, obb company	- cono canone	- 1
	₩ ~ [1]				
Period	Debit	Credit	Balance	Cumulative Balance	
Bal.Carryforward					
1					
2					
3	2,500.00		2,500.00	2,500.00	
4		5,000.00	5,000.00-	2,500.00-	
5				2,500.00-	
6				2,500.00-	
7				2,500.00-	
8				2,500.00-	
9	20,092.50		20,092.50	17,592.50	
10	2,371,057.50		2,371,057.50	2,388,650.00	
11				2,388,650.00	
12		6,400.00	6,400.00-	2,382,250.00	
13				2,382,250.00	
Total	2,393,650.00	11,400.00	2,382,250.00	2,382,250.00	
					0

 點選本次採購發生付款的月份(周老師的範例是 12 月),系統會帶出該月份 100000 這個銀行 帳戶的進出記錄,類似下圖:

<		SAP				G/L Accou	nt I	ine Item Di.	splay (G/L Viev	V.				
I <	<	>	>1 6∂	ı		6 (141	7 ≞	Ŧ	⊞	More 🗸		Q , a	t 🗗	Exit
3/L . Comp Ledg	Áccou any C eı	nt ode	100000 USOO OL)	Banl Glob Lear	c Account pal Bike Ind ding Ledger	3.								
	Stat	Assign.	DocumentNo	BusA	Туре	DocDate	PK	LC Amount	LCurr	Amount	in Loc.Crcy 2	Curr	Amount	in Loc.C	гсу
	~	20231210	1500000070		ĸz	2023/12/10	50	6,400.00-	USD		6,400.00-	USD			
*	~							б,400.00-	USD		б,400.00-	USD			
**	Acco	mt 10000	D					б,400.00-	USD	1	6,400.00-	<mark>USD</mark>	-		
/L . lomp .edg	Ассоц an <mark>y</mark> С ег	nt ode	* * 0L		* * Leat	ling Ledger									
	Stat	Assign.	DocumentNo	BusA	Туре	DocDate	PK	LC Amount	LCurr	Amount	in Loc.Crcy 2	Curr	Amount	in Loc.C	гсу
**	*		1					6,400.00-	USD		б,400.00-	USD			
>	1 iten	s displayed													()

由於本校的師生在操作時,都由 100000 這個銀行帳處理收付款事宜,所以同學看到的畫面 會比上面的畫面要複雜得多,有大量的 6,400 付款紀錄。同學可將畫面向右轉軸,找到 Text 欄位,在其中找出自己的發票號碼(尾號是同學的 SAP 帳號後 3 碼):

<	SAF	7				G	/L Account I	Line Item Di	splay G/I	. View			
>۱	< 1	> >	69	ľ	an da	3	6 0	7 ≞	Ŧ	🕮 More 🗸	Q c	↓ 🖶	Exit
G/L Acc Company Ledger	ount Code		1000 USOO OL	00	Ban Glo Lea	c Ac bal ling	count Bike Inc. Ledger						0
11	Freely	Defined	Curr.	Amt .	8 Cur	r Tx	Clrng doc.	Profit Ctr	Segment	Text		OffsetAcct	
										INVOICES 00504-201	& 00515-201	125145	
*													
**							1						
G/L Acc	nimt		*		*						4		J
Company	Cnde		*		*								- 1
Ledger			OL		Lea	ling	Ledger						
II	Freely	Defined	Curr.	Amt .	8 Cur	r Tx	Clrng doc.	Profit Ctr	Segment	Text		OffsetAcct	

<>										_			

5. 找到自己的資料列後,點選該列的 Document No 號碼(周老師範例為 150000070),系統跳出 該單據的詳細資料如下:(請同學將自己的下面兩張圖截圖,作為 MM 模組的操作證明)

		÷		
Field Description	Field Value		Field Description	Field Value
Client	790		Debit/Credit	Н
Ledger	OL		Posting period	012
Company Code	USDO		Fi.Year Variant	Kl
Fiscal Year	2023		Period/year	2023/012
Document Number	1500000070		Posting Date	2023/12/10
Line Item	000001		Document Date	2023/12/10
G/L Fiscal Year	2023		Document type	KZ
Record Type	0		Line item	001
BusTrans Type	RFPO		Assignment	20231210
Ref. procedure	BKPF		Posting Key	50
Referenc org.un	US002023		User Name	ERP201
Reference doc.	150000070		Time Stamp	20,231,210,145,355
Ref. Doc. Item	000001		Origin object	35
Bal. Transac. Crcy	USD		G/L Account Type	X
Transaction Currency	USD		Chart of Accts	X
CompanyCode Currency	USD		Text	INVOICES 00504-201 & 00515-201
Global Currency	USD		Account Type	5
Account Number	100000		Offsetting Acct	125145
CO Area	NADD		Offst.Acct Type	K
Ammt in Bal Tr Crcy	6,400.00-	~		

- 6. 檢視完上述單據細節後,點按下方的綠色打勾(V)符號,再點按視窗左上方的【<】,回到本步驟第1個程序的 G/L Account Balance Display 視窗。
- 在 Account Number 欄位輸入代表應付帳款的【300000】(由於 300000 代表多個帳號,可點 按輸入框右側的查詢按鈕,找到代表 Payables 的 300000):

< SAP	G/L Account Balance Display	
🖫 Save as Variant 向 注 冒 Activate	e Worklist 🔄 Choose Ledger Data Sources More \checkmark	Exit
Account Number Company Code Fiscal Year Ledger Select (to: □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
		xecute
Select (Ilosing/Opening Postings at Year End: 🗌 Eə	xecute

按Excute後,可檢視應付帳款在本年度各月份的會計借貸紀錄。

8. 以上為步驟 21。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。