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# Job Aids

- 
- Accounts Payable
    - MM Invoices Management

### 1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	November, 2023	

### 2. Business Processes and SAP Transactions

• MM Invoice Management		
– MM Invoices	MIRO	
– MM Display	MIR5	

### 3. Roles

• AP Analyst
• AP Area Manager

## 4. MM Invoices Posting in SAP

**4.1.** The first step will be to check whether the PO number is informed within the Purchase Order document or not.

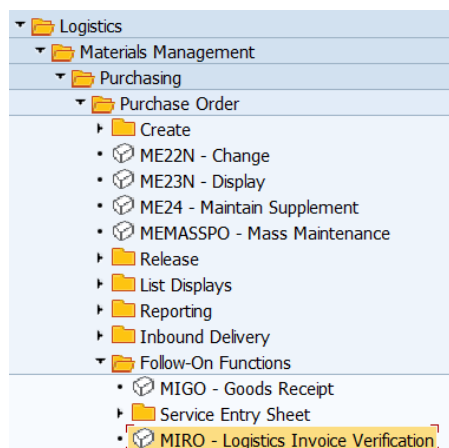
The PO number is compulsory to all the invoices with the only exceptions of:

- Utilities
- Service charges
- Commissions and Rappels
- Financial costs and local taxes
- Intercompany
- Capex
- Travel expenses

In case it does not appear in this exception list, the invoice will be returned to the vendor, informing about the rejection reasons “missing mandatory PO number”.

**4.2.** After this, it will be also checked whether there are incidences regarding Purchase Order (PO) or Goods Receipt (GR), or not. To be able to **check the PO information** in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **MIRO**



The first required information will be the Company Code (e.g. ES10). And after informing the company code, the screen for entering an incoming invoice is displayed:

[illegible]

The following step will be filling the basic data: date and posting date (i.e. ddmmyy).

Within the same screen, the user shall introduce the PO Reference (i.e. the document number that identifies the PO). After validation, the GR information will be displayed in the table, detailing mainly amount, quantity, measure unit and description. As example, this is a PO reference display:

PO Reference

G/L Account

Purchase Order/Scheduling Agreement

4500000028

Goods/service items

Layout

All information

Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1			PC	<input type="checkbox"/> 4500000028	10	VINOT RSV TARSUS 75CL	S5 (VAT)
2			PC	<input type="checkbox"/> 4500000028	20	VINOT SEÑORIO DE IRATI 75CL	S5 (VAT)
3			PC	<input type="checkbox"/> 4500000028	30	VINOT RSV AZPILICUETA 75CL	S5 (VAT)
4			PC	<input type="checkbox"/> 4500000028	40	VINOT CRI AZPILICUETA 37,5CL	S5 (VAT)

Directly, check with the PO document and the GR information on the screen, whether there is any difference between them, or not.

- In case there is a price and/or quantity difference, the incidence will be managed as a Credit Memo. For further information, see the paragraph 6.
- In case there is no difference or it is within the tolerance ( $<0,25\%$ ), proceed to the following step.

At any case, there are several tabs to introduce further information to the invoice:

## Basic Data

Already detailed in the paragraph above.

Payment

The screenshot shows the 'Payment' tab selected. Fields include: BaselineDt (28.11.2023), Due on (28.12.2023), Payt Terms (PA30), 30 Days, Days net, Fixed, Pmt Method (A), Pmnt Block (Free for payment), Inv.ref., Part. Bank, House Bank, and Payment Ref.

Within this tab, it is possible to inform all the information related to payment terms (e.g. PA30), method (e.g. A) and if there is any block applicable.

The field “Part Bank” informs about the bank account related to the vendor. In case there is more than one bank account associated, it is possible to select the corresponding account for payment within this field.

#### Details

The screenshot shows the 'Details' tab selected. Fields include: Unpl. Del. Csts, Tax Code (S4), Currency (EUR), Exch. Rate (1,00000), Doc. Type (VENDOR INVOICE OPEX), Inv. Party (32), Assignment, Bus. Area (0046), Header Text, G/L (40000000), VAT Reg.No, Rep. Country, and EU triang. deal.

In details there are several important fields:

- “Unplanned Delivery Costs” is the field that indicates the associated freights, packaging and transport costs. It will be an amount.
- Tax code (e.g. S4)
- Document Type (e.g. Vendor Invoice Opex)
- Business Area (e.g. 0046). Mandatory
- Related GL account (i.e. 8 digit account)

#### Tax / Withholding Tax

These two tabs indicate further information related to tax management. If Calculate Tax is selected in the basic data screen ☒ Calculate tax, it will be not necessary to navigate through these tabs.

#### Contacts and Notes

Within this tab it is possible to inform the contact details of the vendor; and the notes allows displaying further information in a free text field.

- 4.3.** Once all the information has been completed, it is possible to simulate the document to preview the movement, or directly to save it.

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code ES10. The transaction type is set to 'Invoice'. The balance is 0,00 EUR. The status is green (00). The 'Simulate' button is highlighted.

First of all, the status of the invoice has to be green , otherwise any piece of information is not correct and we need to check it:

- Through the “Simulate” button the movement will be displayed without saving, in order to check whether all the entries are correct, or any field needs to be modified.
- When there is any error in the document, by clicking on the Messages button , the corresponding error will be detailed.
- After the checking, by clicking on the diskette , the document will be posted in the Accountability with the modifications to the initial GR, if applicable. The status of the document will be “Blocked for Payment”.

Document no. 5105600956 created (Blocked for payment)



It will be necessary that the PO is already registered in the system. Otherwise, the PO number will not be recognized and the information of the GR not displayed.

- 4.4.** Either after notify the price difference, or when the differences are within the tolerance levels and below agreed price, the user will execute the posting and release the invoice for payment. No additional action is required.



Note: When the user is in the MIRO transaction, it is also possible to change the Company Code where the posting is being performed by the Edit tab in the menu:

The screenshot shows the SAP 'Enter Incoming Invoice' screen with the 'Edit' menu open. The 'Switch Company Code' option is highlighted. The transaction type is set to 'Invoice' and the balance is 0,00 EUR.

## 5. MM Invoices Posting in SAP – Incidences Management

- When there is an incidence (either price and/or quantity discrepancy) between the invoice and the GR in the system, it will be managed through the same transaction as the main process of MM Invoice Management. To execute the **incidences management** in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **MIRO**



This part of the process is detailed from the point when the incidence is detected. That means that is considered the purchase order reference is on the screen already (purchase order number, date, amount, document type, business area).

When processing partial credit memos, take careful analysis if the credit memo will be processed as a “Credit Memo” or a “Subsequent Credit”.

- A partial credit memo will be processed as “Credit Memo” if the line item being credited affects the price and quantity.
- A partial credit memo will be processed as “Credit Memo” if the line item being credited affects the only the quantity.
- A partial credit memo will be processed as “Subsequent Credit” if the line item being credited affects the price only and there is no change on quantity. This usually happens on purchase orders with Price Incidences.
- The first possible discrepancy refers a **quantity incidence**. In this case, within the document type field, “Credit memo” should be selected. 2

- The header information will be already completed after the execution of t/he paragraph 4. As example,

E.g.: The GR was for 13,300 Kg and 28 eur/kg. However, the invoice receipt the quantity is 24,350 Kg with 28eur/kg:

Item [ 10 ] 01003865 , PULPO FRESCO 3-4													
Sh. Text	MvT	Material	Document	Item	Posting Date	Quantity	OU	Amount in LC	L	Cur	Reference	Qty in OPUn	DelCostQty (OPUn)
WE	101	5006148367			1 28.02.2023	13,300	KG	372,40	EUR	25447/23		13,300	0,000
Tr./Ev. Goods receipt						13,300	KG	372,40	EUR			13,300	KG
RE-L	5106416774				2 06.03.2023	24,350	KG	681,80	EUR	25447/23		24,350	0,000
Tr./Ev. Invoice receipt						24,350	KG	681,80	EUR			24,350	KG

Then, we must ask to the vendor for a credit note of the difference and we have to post as “Credit Note”.

- The PO must be completed, and later that press Enter to the other fields will be completed too.
- Due to there is a quantity incidence, it will be posting accordingly in the quantity column. By clicking on the corresponding cell, amount and/or quantity are able to be edited and modified. In this case, the quantity field
- Similarly, to the standard procedure, when the status of the document is green , the information will be correct.

**Enter Incoming Invoice: Company Code ES01**

Show PO structure Show worksheet Messages

Transaction Credit Memo Balance 0,00 EUR

**Basic Data** Payment Details Tax Withholding tax Amount split C.

Inv. recpt date Document date 30.04.2023 Reference TESTMMQ  
Posting Date 30.04.2023 Amount 340,34 EUR ☒ Calculate tax  
Tax Amount 30,94  
Text TestMMQ  
Paymt terms 30 Days net  
Baseline Date 30.04.2023 ☐ Invest.ID

Vendor 000002434  
EL PERCEBEIRO SL  
DPTS. 47 - 51 - 52  
PUERTO PESQUERO DE MARÍN,  
36900 MARIN  
IBAN  
SWIFT  
Bank acct

PO Reference G/L Account  
Purchase Order/Scheduling Agreement 4505549692 Goods/service items  
Layout All information

Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1	309,40	11,050 KG		4505549692	10	PULPO FRESCO 3-4	S3 (VAT)

- Through the “Simulate” button the movement will be displayed without saving, in order to check whether all the entries are correct, or any field needs to be modified (either the header information or within the line items).
- With this click on the diskette , the invoice will be posted.

Simulate Document in EUR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing D...	Quantity	B...	Vendor	T...	Item	Jurs
1K	40000000	EL PERCEBEIRO SL / 3690...	340,34	EUR				2434	S3		
2S	40090000	TRADE CRED NOT REC IN...	309,40	-EUR	4505549692	11,050 KG			S3	10	
3S	47200000	RECOVERABLE VALUE ADD...	30,94	-EUR					S3		

Debit 340,34 Credit 340,34 Bal. 0,00

Back

- A message will be display with the number document created:

Document no. 5106477911 created

-We can display the information updated in the vendor in Transaction **FBL1N**:

Stat	CoCd	BusA	Vendor	DocumentNo	Reference	Type	BnkT	PM	DD	PBK	Doc. Date	Pstng Date	Pmnt date	LC amnt	LCu	Assignment	Text	PayT	Payment
	ES01	0019	2434	1100002120	1784/23	KO	0002	A	5		28.02.2023	06.03.2023	30.03.2023	1.061,06-	EUR	1784/23	PULPO FRESCO 3-4	PA30	
	ES01	0019	2434	1100003533	TESTMMQ	KO	0002	A			30.04.2023	30.04.2023	30.04.2023	340,34	EUR	TESTMMQ	TestMMQ	PA30	
*														720,72-	EUR				



- In addition, if we see the information of the PO we can see that now the quantity of the invoice Good receipt is the same that the Invoice (372,40). Then, the issue has been solved:

Standard PO

▼ 4505549692

Supplier

2434 EL PERCEBEIRO SL

Doc. date

27.02.2023

Header

Ep.	S.	Itm	A	I	Material	Short Text	PO ...	OUin	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Phit	Stor. Locat
		10			01003865	PULPO FRESCO 3-4		300	KG	D 28.02.2023		28,00	EUR	1	KG	PERISHABLE -	ES01NH NACIONAL
																	WINE BAR

</

- The second possible discrepancy refers a **price incidence**. Then, as the previous topic we will select “Invoice”:

Transaction

Subsequent Credit ←

Invoice

Credit Memo

Subsequent Debit

Subsequent Credit

Basic Data Paym

Inv. rcpt date

- The header information will be already completed after the execution of the paragraph 4. As example.
- In this example , we can see that the product has been received in the invoice with 81,98 EUR instead of 63,43 EUR. Then we have to request the difference of 18,55 EUR.

Then, we must ask to the vendor for a credit of the difference and we have to post as “Subsequent Credit”.

PO Vendor's Portal

4505556596

Supplier

8157 UNILEVER ESPAÑA SA


Doc. date

01.03.2023




Header

Ep.	S.	Itm	A	I	Material	Short Text	PO ...	OUin	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Phit
		10			01048876	SALSA CESAR HELLMANN'S 1 L	12	PC	D	02.03.2023		84,35 EUR	10	PC	DRY FEEDING	ES01 NH MALAGA
		20			01070465	SALSA VINAGRETA CLASICA 1L HELLMANN'S	12	PC	D	02.03.2023		52,86 EUR	10	PC	DRY FEEDING	ES01 NH MALAGA
		30			01096341	SOBRE MOSTAZA HELLMANN'S 10ML	3	CV	D	02.03.2023		66,45 EUR	10	CV	DRY FEEDING	ES01 NH MALAGA

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- The PO must be completed, and later that press Enter to the other fields will be completed too.
- Due to there is a price incidence, it will be posting accordingly in the quantity column.  
By clicking on the corresponding cell, amount and/or quantity are able to be edited and modified.  
In this case, the price field
- Similarly, to the standard procedure, when the status of the document is green , the information will be correct.

**Enter Incoming Invoice: Company Code ES01**

Show PO structure Show worksheet   Messages 

Transaction Subsequent Credit Balance 0,00 EUR

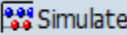
**Basic Data** Payment Details Tax Withholding tax Amount split C.

Inv. rcpt date Document date 30.04.2023 Reference TESTMMP2  
Posting Date 30.04.2023  
Amount 20,41 EUR ☒ Calculate tax  
Tax Amount 1,86  
Text TestMMP2  
Paymt terms 30 Days net  
Baseline Date 30.04.2023 ☐ Invest.ID

Vendor 000008157  
UNILEVER ESPAÑA SA  
EDIF. UNILEVER VILADECANS BUSINESS PARK  
C/TECNOLOGIA 19  
08840 VILADECANS  
936812200  
IBAN  
SWIFT  
Bank acct

**PO Reference** G/L Account  
Purchase Order/Scheduling Agreement 4505556596 Goods/service items  
Layout All information




Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1			PC	4505556596	10	SALSA CESAR HELLMANN'S 1 L	S3 (VAT)
	18,55	12	C	4505556596	20	SALSA VINAGRETA CLASICA 1L HELLMANN'S	S3 (VAT)
3			CV	4505556596	30	SOBRE MOSTAZA HELLMANN'S 10ML	S3 (VAT)

- Through the “Simulate” button  the movement will be displayed without saving, in order to check whether all the entries are correct, or any field needs to be modified (either the header information or within the line items).


**Simulate Document in EUR (Document currency)**

Position	A/ G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing D...	Item	T...	Vendor	Jurisd. Code	Tax Date
1K	40000000	UNILEVER ESPAÑA SA / 08...	20,41	EUR				** 8157		
3M	30100000	SALSA VINAGRETA CLASIC...	18,55	EUR	4505556596	20				
4S	60100000	FOOD	18,55	EUR	4505556596	20		S3		
5S	61100000	FOOD INVENTORY VARIA...	18,55	EUR	4505556596	20		S3		
6S	47200000	RECOVERABLE VALUE ADD...	1,86	EUR				S3		

Debit 38,96 Credit 38,96 Bal. 0,00

- With this click on the diskette , the invoice will be posted.

 Document no. 5106477913 created

- if we see the information of the PO we can see that now the amount of the invoice Good receipt is the same that the Invoice. Then, the issue has been solved:

PO Vendor's Portal

4505556596

Supplier

8157 UNILEVER ESPAÑA SA

Doc. date

01.03.2023

Header

Itm	S.	Item	A	I	Material	Short Text	PO ...	OU	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plnt
		10			01048876	SALSA CESAR HELLMANN'S 1 L	12	PC	D	02.03.2023	84,35	EUR	10	PC	DRY FEEDING	E501 NH MALAGA
		20			01070465	SALSA VINAGRETA CLASICA 1L HELLMANN'S	12	PC	D	02.03.2023	52,86	EUR	10	PC	DRY FEEDING	E501 NH MALAGA
		30			01096341	SOBRE MOSTAZA HELLMANN'S 10ML	3	CV	D	02.03.2023	66,45	EUR	10	CV	DRY FEEDING	E501 NH MALAGA

- In case there are both price and quantity incidences, the procedure will be execution will be proceeding creating the invoice as has been explained in steps 5.1 and 5.2.



When the difference is below the target, the system considers the document a partial invoice. It is possible to post it without any problem, and the value will be adjusted itself.

## 6. MM Invoices Display in SAP

**7.1.** To execute the **Display Invoice Documents** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.



Transaction code: **MIR5**


- The first screen will be the filtering criteria where it is possible to select all the documents, either an individual one or a range under any criteria.


Regularly, it is possible to filter by document number (i.e. 12 digit identification number), company code (e.g. ES10), document date (i.e. ddmmyy), etc.


Nevertheless, it is also available the option of filtering by some specific fields, such as user identification number, invoicing party (i.e. the tax number of the vendor), or currency key (e.g. EUR).


**Display List of Invoice Documents**

  Expert Mode


Document Number  to  


Fiscal Year  to  


User  to  


Invoicing Party  to  


☐ One-Time Account Only


Company Code  to  


Document Date  to  


Posting Date  to  


Document Type  to  


Reference  to  


Document Header Text  to  


Currency Key  to  


Gross Invoice Amount  to  

Unplanned Del. Costs  to  

Exchange Rate  to  

Day data entered  to  

Time of Entry  to  



**Origin and Status**

**Entry Type**

☒ Invoices Verified Online ☐ Cancellation ☐ Invoices Posted in SRM

☐ ERS ☐ Parked

☐ BAPI ☐ Background ☐ SOA A2A

☐ Invoicing Plan ☐ EDI ☐ SOA B2B

**Invoice Status**

☒ Posted

**Trans./Event**

☒ Invoices ☒ Credit Memos


**Restrictions**

☐ Manually Accepted ☐ Automatically Accepted

☐ Manually Reduced ☐ Automatically Reduced

**DisplayOption**

Variant

- The user only needs to fill those cases necessary and available to preselect those invoices which would like to select. When the filters are settled, the user must click on “Execute” .

**7.2.** After execution, the accounting movements will be displayed.

**Display List of Invoice Documents**

Follow-On Documents ...

Inv. Doc. No.	CoCode	Fiscal Yr	Invoicing Party	Transaction Code	Reference	Type	Posting Date	Document Header Text	Gross amnt	Value-Added Tax Amt	Difference	Document Date	Entered on	Entered at	Transact.	Crcy
5106318714	ES10	2023	46520	MIRO	5	KD	12.01.2023	1054693396	89.871,86	8.170,17	0,00	03.01.2023	12.01.2023	10:59:40	RD	EUR
5106320533	ES10	2023	48921	MIRO	F209/2022	KD	13.01.2023	1054696197	85.519,93	7.774,54	0,00	31.10.2022	13.01.2023	11:12:56	RD	EUR
5106412189	ES10	2023	28874	MIRO	02/2023	KD	06.03.2023	1054778541	77.688,89	7.486,63	0,00	28.02.2023	06.03.2023	11:21:31	RD	EUR
5106372488	ES10	2023	46520	MIRO	13	KD	14.02.2023	1054744046	72.776,43	6.616,04	0,00	06.02.2023	14.02.2023	04:02:57	RD	EUR
5106411191	ES10	2023	58012	MIRO	0002/2023	KD	10.02.2023	1054736585	68.385,77	6.216,89	0,00	02.02.2023	10.02.2023	18:13:23	RD	EUR
5106411191	ES10	2023	1905	MIRO	294/22	KD	03.01.2023	1054673613	60.992,62	10.585,50	0,00	28.12.2022	03.01.2023	17:53:42	RD	EUR
5106320533	ES10	2023	28874	MIRO	01/2023	KD	06.02.2023	1054731055	60.828,22	6.222,84	0,00	31.01.2023	07.02.2023	08:01:24	RD	EUR
5106320533	ES10	2023	28874	MIRO	12/2022	KD	13.01.2023	1054695714	60.457,68	5.718,65	0,00	31.12.2022	13.01.2023	06:55:38	RD	EUR
5106428970	ES10	2023	58012	MIRO	0003/2023	KD	16.03.2023	1054796320	60.389,51	5.489,96	0,00	04.03.2023	16.03.2023	14:18:37	RD	EUR
5106321194	ES10	2023	48921	MIRO	F241/2022	KD	13.01.2023	1054695279	59.035,98	5.366,91	0,00	31.12.2022	13.01.2023	07:37:03	RD	EUR
5106413550	ES10	2023	1745	MIRO	FA2023021761	KD	06.03.2023	1054779946	56.470,80	9.800,72	0,00	28.02.2023	06.03.2023	11:43:37	RD	EUR

By clicking on the document number, the particular invoice will be displayed. As example:

**Display Invoice Document 5106318714 2023**

Show PO structure | Follow-On Documents ...

Transaction: Invoice | 5106318714 | 2023

Basic Data | Payment | Details | Tax | Withholding tax | Amount split | C.

Inv. rcpt date: | Invoice date: 03.01.2023 | Reference: 5 | Posting Date: 12.01.2023 | Amount: 89.871,86 | EUR | ☒ Calculate tax | Tax Amount: 8.170,17 | S3 (VAT INPUT GOODS/SER... | Text: LIQ.OFERTA GASTRONOMICA GOXO DICIEMBRE | Paymt terms: 30 Days net | Baseline Date: 03.01.2023 | ☐ Invest.ID

Vendor 0000046520  
DUKES ROAD SL  
JOSÉ LÁZARO GALDIANO 4 PLANTA 5  
28036 MADRID  
IBAN  
SWIFT  
Bank acct: | OI

PO Reference

Layout: All information

Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1	81.701,69	1 PC		4505455596	10	LIQ.OFERTA GASTRONOMICA GOXO DICIEMBRE	S3 (VAT

Item | Search Term | 0 / 0 | Items