

PURCHASE ORDER DISPLAY –

Within the SAP Materials Management module, there is a powerful screen that allows you a “view” of the vitals of a PO number: **ME23N**

The screen offers several looks at the PO creation history and any transactions that have been processed – receipt of goods (GR) and receipt/payment of invoices (IR). From the base screen, you are able to branch off (drill down) to other information that you may need.

For easy invoice processing information, go to the ME23N main screen:

- enter the PO number,
- on the ITEM section of the main screen, click on the PO HISTORY tab,

displayed will be both goods receipts (GR) and invoice receipt (IR) in their respective groupings. Thus, any invoices processed will reflect here as an underlined “clickable” document number.
- by clicking, you will go to the Display Invoice Document screen – MIR4,
- from there, you will click on “Follow-on documents” button,
- this displays the Accounting Document for that transaction. Double-click it and move to the Document Overview screen (FB03).
- click on the Header icon (top hat) to view your entry information – date and batch ID.
- Or, you can double-click the actual vendor name under the heading “Account short text”, and this will present you with the screen – Display Document: Line item xxx (FB03 sub-screen). At this time to get the check number for this payment, you can go to the top menu items and do a drop-down on “Environment”, then to “Check information” and click it to see the UAMS check number.

Other information is available as you navigate through these views. As this seems like a lot of screen calls to get anywhere, once you are used to these routines, they become second nature and fast.