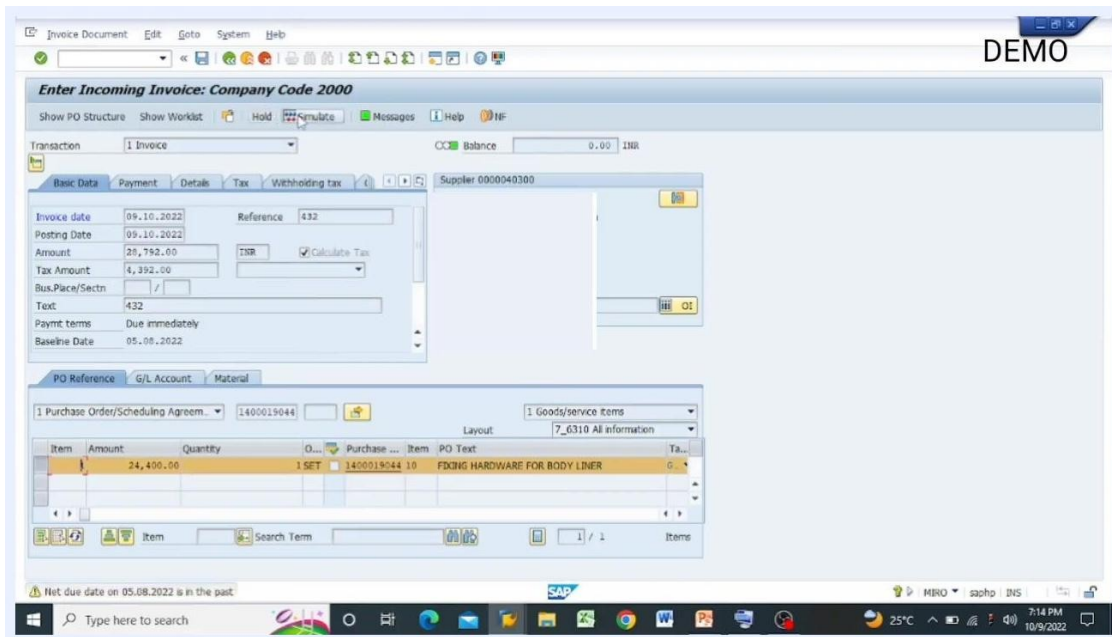


How to Post a Vendor Invoice with MIRO in SAP

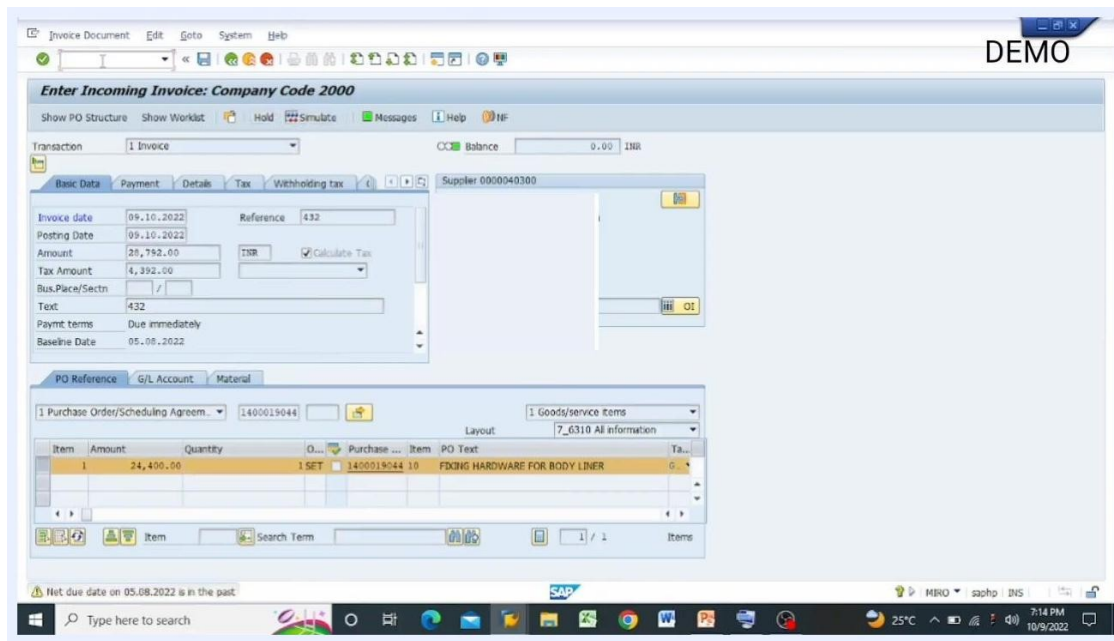
This guide explains how to post a vendor invoice with MIRO in SAP, covering the complete Materials Management (MM) workflow that leads up to the posting. You'll see how to open the MIRO transaction, enter the invoice header data, match the invoice against a purchase order, simulate the accounting entries, and confirm that the invoice has been saved in SAP.



SAP Enter Incoming Invoice screen with all invoice details filled in, balance at zero, and the purchase order reference visible.

Prerequisites

Before you post a vendor invoice with MIRO, the earlier steps in the SAP MM process must already be completed, since each one depends on the one before it:



Process flow diagram reiterating the vendor process steps in SAP MM.

- Purchase Requisition (T-code: ME51N)
- Purchase Order (T-code: ME21N)
- Goods Receipt Note (GRN) (T-code: MIGO, movement types 103 and 105)

Only after these steps are finished can you move on to Invoice Verification (T-code: MIRO).

Before you start booking an invoice, make sure you have the following information on hand:

- Purchase Order details
- Goods Receipt Note (GRN) details
- The invoice received from the vendor
- The quantity and amount as recorded on both the GRN and the invoice

Why invoice verification matters

Invoice verification confirms that an invoice received from a vendor is accurate before it's booked in SAP. During verification, you check:

- The content of the invoice
- Price and arithmetic accuracy
- Quantity and material details

You also match the invoice against the corresponding purchase order and goods receipt to validate the transaction.

- **Invoice verification :-**
 Invoice Verification to check the accuracy of invoices received from vendors with respect to contents, prices, and arithmetic. An important activity involves matching up invoices with purchase orders or goods receipts
- **On receipt of Vendor bill the following entry will be passed :-**

❖	GRIR A/c Dr.	
	To Vendor A/c Cr.	1400019044

Slide describing invoice verification, including checks for accuracy and matching with purchase orders and goods receipts.

When a vendor bill is received and verified, SAP posts the following accounting entry:

- GRIR Account – Debit
- Vendor Account – Credit (example account number: 1400019044)

Book the invoice for the total amount and quantity received, as recorded on the GRN. If you haven't received the full quantity, book only the quantity actually received.

If there's a discrepancy such as material damage or shortage, book a debit note against the vendor and deduct the corresponding amount from the invoice. The accounting entry works the same way as a standard invoice booking:

- Invoice verification :-

Invoice Verification to check the accuracy of invoices received from vendors with respect to contents, prices, and arithmetic. An important activity involves matching up invoices with purchase orders or goods receipts

- On receipt of Vendor bill the following entry will be passed :-

❖ GRIR A/c Dr.
To Vendor A/c Cr.
1400019044

Slide covering invoice verification, the accounting entry for a vendor bill, and the importance of matching invoices with purchase orders and goods receipts.

- Debit: GRIR Account
- Credit: Vendor Account (example account number: 1400019044)

Once the vendor is credited, the outstanding amount is reflected in SAP, and you can proceed to make payment to the vendor after verification.

Steps to post a vendor invoice with MIRO in SAP

1. Open the MIRO transaction

Type **miro** in the SAP command field and press Enter. SAP opens the Enter Incoming Invoice: Company Code screen, with the relevant company code shown in the title bar.

2. Enter the company code and invoice header data

Select or confirm your Company Code (for example, 2000 – SOM Distilleries Pvt Ltd Sehatganj). Then fill in the main header fields:

- Invoice date: the date you're booking the invoice (e.g., 09.10.2022)

- Posting date: usually the same as the invoice date
- Amount: the invoice amount as per the vendor bill
- Reference: optional – any reference number from the invoice
- Text: optional – any relevant notes

• **Invoice verification :-**

Invoice Verification to check the accuracy of invoices received from vendors with respect to contents, prices, and arithmetic. An important activity involves matching up invoices with purchase orders or goods receipts

Like & Subscribe

• **On receipt of Vendor bill the following entry will be passed :-**

❖	GRIR A/c Dr.	
	To Vendor A/c Cr.	
		1400019044

SAP MIRO screen with fields for invoice date, posting date, amount, reference, company code, and the PO Reference tab.

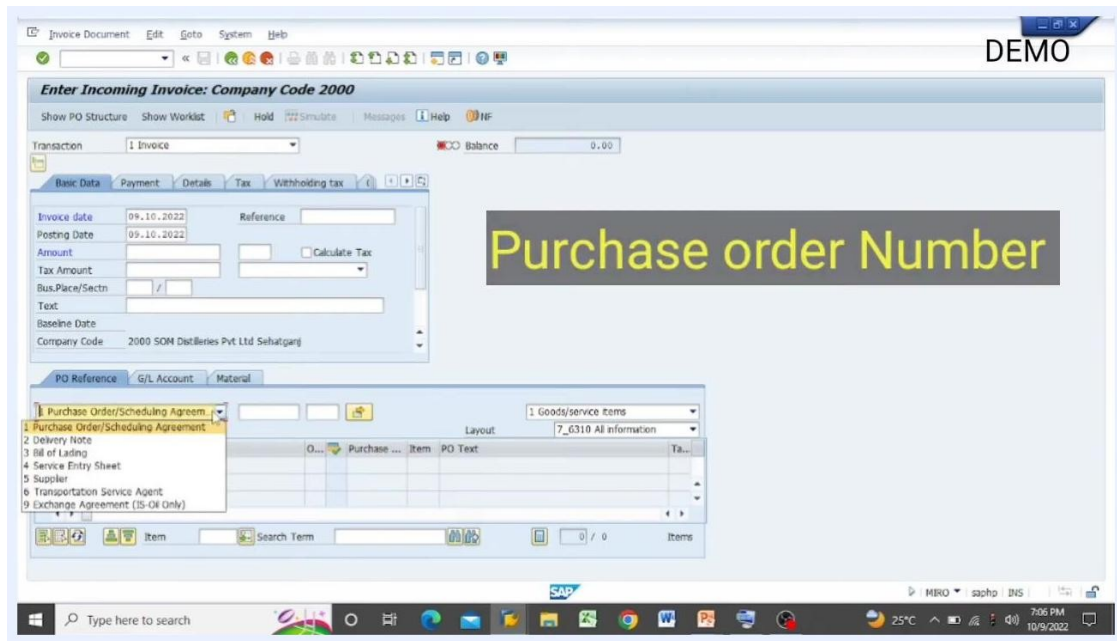
Check that the Balance field at the top reads zero before you continue.

3. Select the source document for the invoice

Open the PO Reference tab and choose which type of source document the invoice is based on:

- Purchase Order/Scheduling Agreement
- Delivery Note
- Bill of Lading
- Service Entry Sheet
- Supplier
- Transportation Service Agent

- Exchange Agreement (IS-Oil Only)

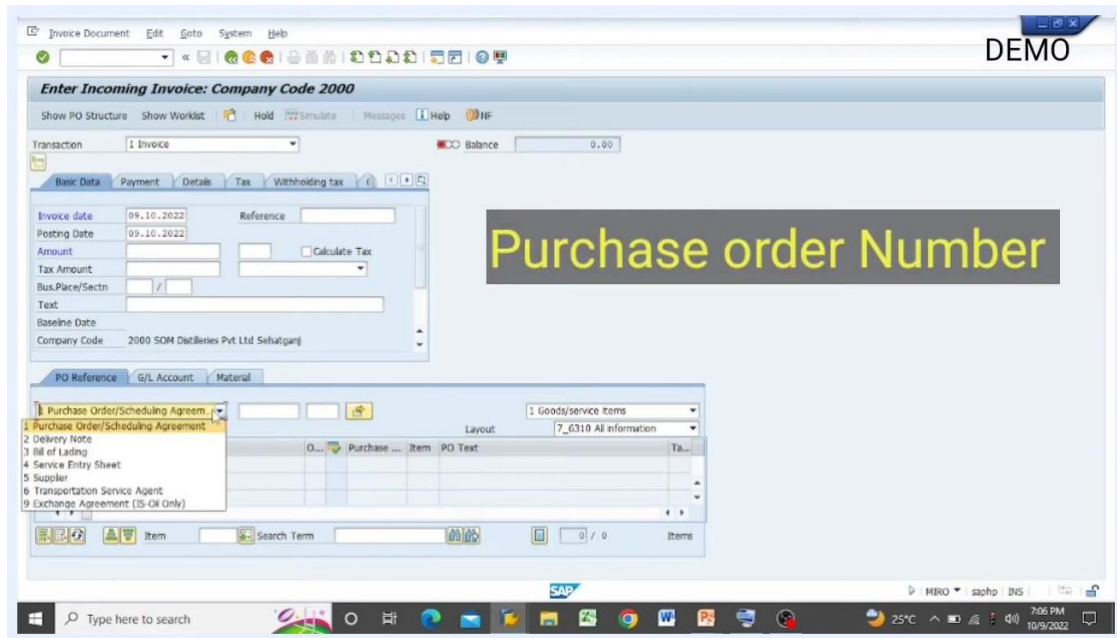


Dropdown menu in SAP MIRO showing the available source document reference types.

Purchase Order/Scheduling Agreement is selected by default, but you can change it depending on your invoice source.

4. Confirm the reference type

You can book the invoice using any of the available reference types, depending on your business process. Enter the Purchase Order Number or select another reference type that matches your invoice source.



SAP MIRO screen with the PO Reference dropdown open, highlighting the option to choose a different reference type.

5. Select Purchase Order/Scheduling Agreement as the reference

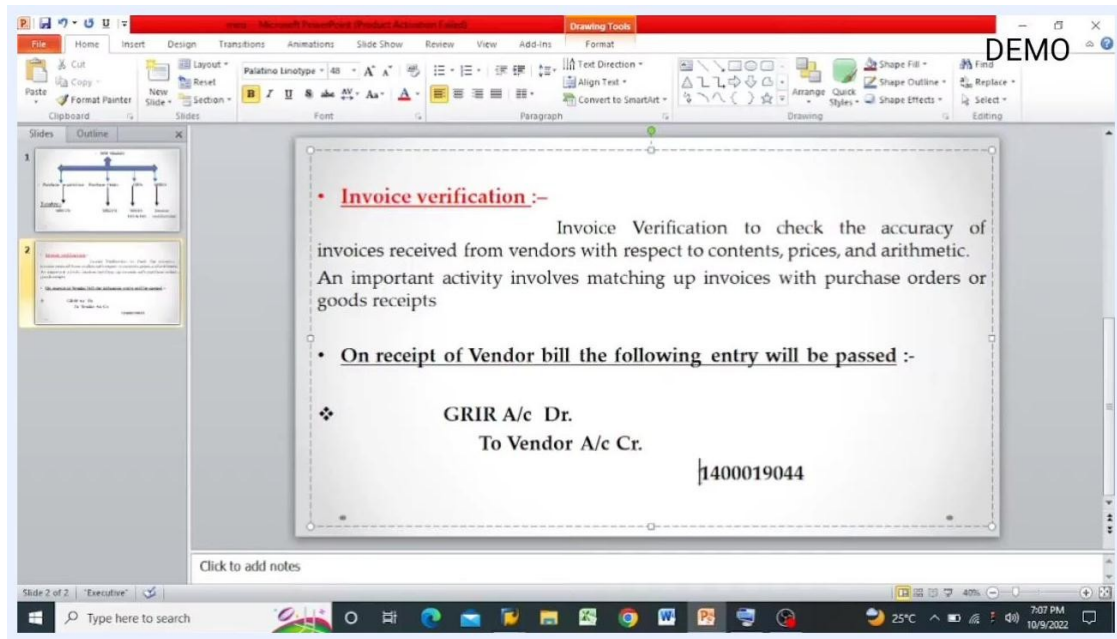
With Purchase Order/Scheduling Agreement selected in the PO Reference tab, SAP pulls in all related material and quantity details once you provide the purchase order number.

6. Enter the purchase order number

Type the Purchase Order Number (for example, 1400019044) in the field next to the reference type, then press Enter. SAP fetches the purchase order and displays all of its associated materials and quantities.

7. Verify the populated purchase order details

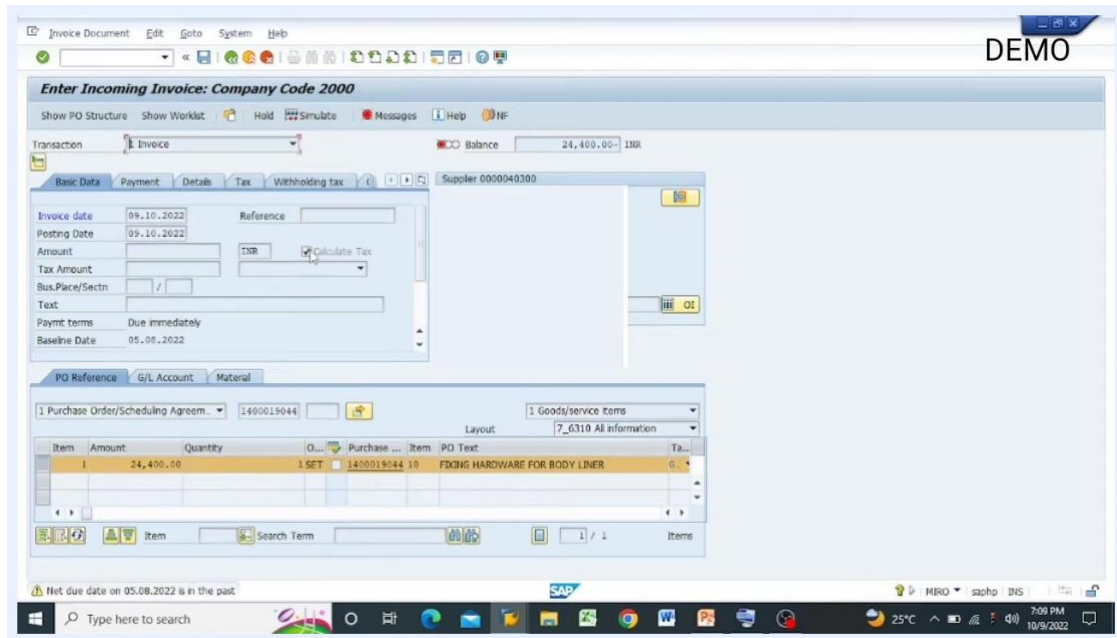
Confirm that the Amount (e.g., Rs. 24,400) and Quantity (e.g., 1 SET) shown in the item overview are correct. The Balance field at the top should reflect the invoice amount (e.g., 24,400.00 INR), and the material description (e.g., FIXING HARDWARE FOR BODY LINER) should appear in the item text.



SAP MIRO screen with the PO Reference dropdown open, showing "Purchase Order/Scheduling Agreement" selected.

8. Enter the baseline date

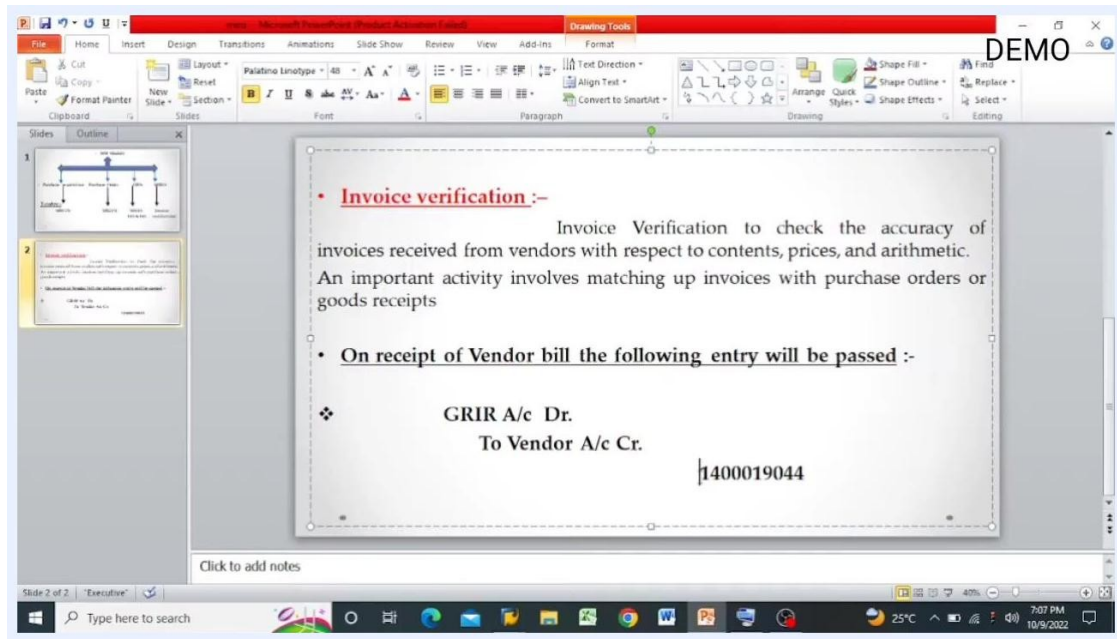
If prompted, enter the Baseline Date used for payment calculation – typically the current date. Use the calendar popup to select the date (e.g., 09.10.2022), then press Enter to confirm.



SAP MIRO screen with tax calculation enabled and item details visible.

9. Review the purchase order conditions

Double-click the purchase order line to open its detailed view, then go to the Conditions tab. Check the pricing elements to confirm the invoice amount matches the purchase order (for example, Gross Price = 24,400.00 INR), and review any discounts, taxes, or additional charges listed.



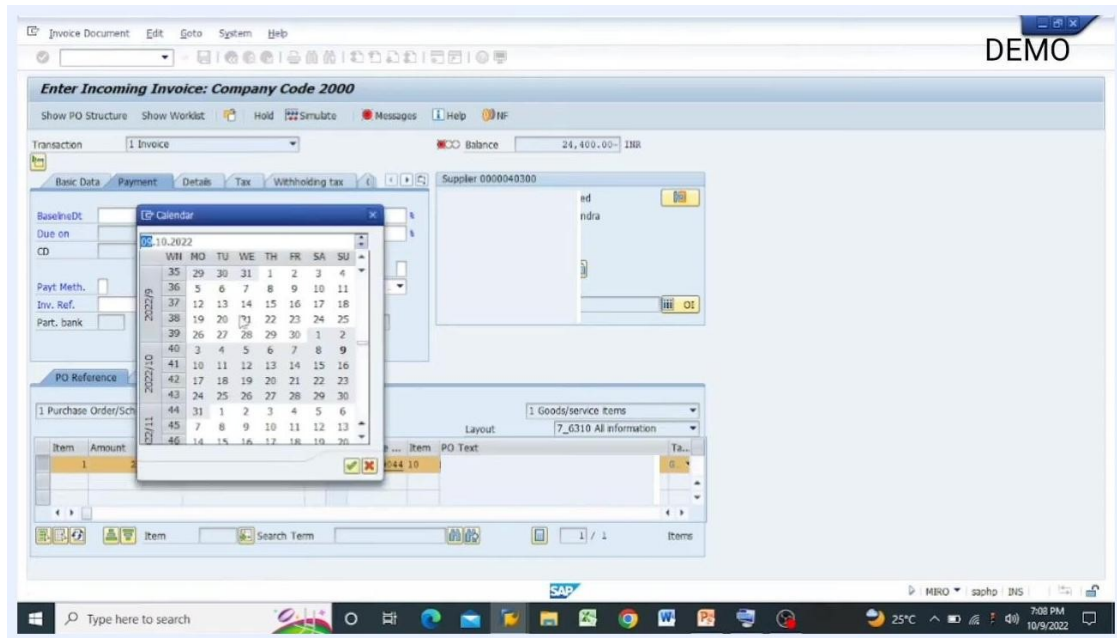
SAP MIRO screen with the purchase order number entered and item details populated.

10. Confirm consistency between the PO and the invoice

Make sure the amount shown in the Conditions tab (e.g., 24,400.00 INR) matches the amount entered in the MIRO invoice entry. Once the figures align, return to the MIRO screen to continue.

11. Enter the tax amount

Tick the Calculate Tax checkbox if applicable, and enter the Tax Amount (e.g., 4,392) in the relevant field. SAP updates the total amount and shows any resulting difference (e.g., total difference = 28,792).



SAP MIRO screen with the calendar popup for selecting the baseline date.

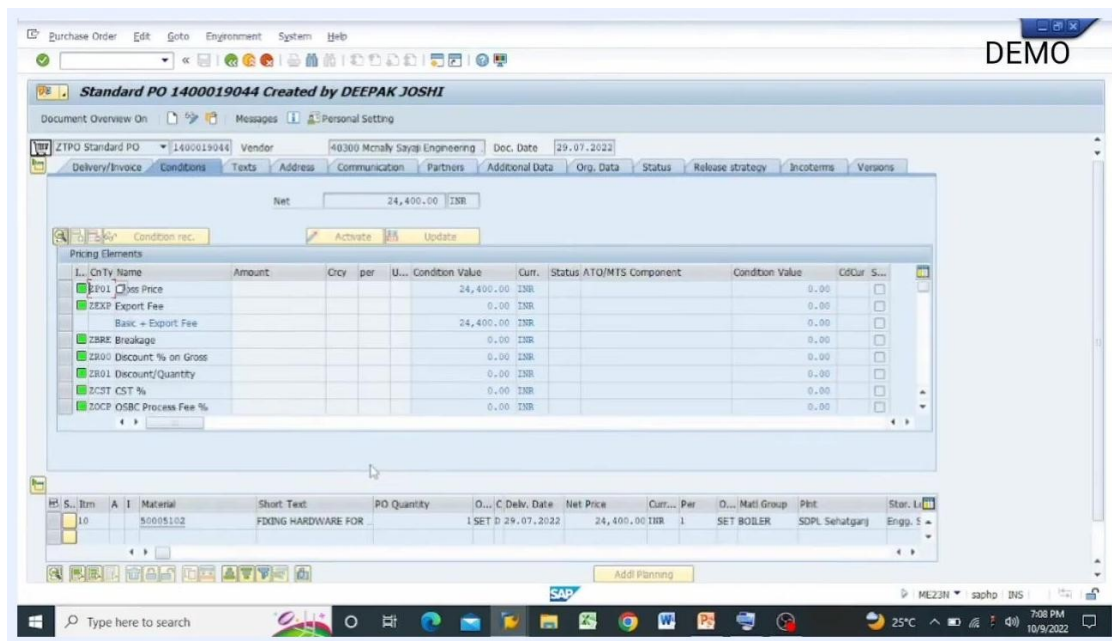
12. Review the invoice entry screen

The Enter Incoming Invoice: Company Code 2000 screen displays tabs for Basic Data, Payment, Details, Tax, and Withholding tax, with the PO Reference, G/L Account, and Material tabs at the bottom. Confirm the header shows transaction type "Invoice" and the correct supplier code.

Key fields to check:

- Invoice date: 09.10.2022
- Posting date: 09.10.2022
- Amount: 28,792.00 INR
- Tax Amount: 4,392.00
- Payment terms: Due immediately
- Baseline date: 05.08.2022
- Purchase order: 1400019044

- PO text: FIXING HARDWARE FOR BODY LINER



SAP Purchase Order Conditions tab showing pricing elements and net price.

The PO item shows an amount of 24,400.00 and a quantity of 1 SET. You may see a note that the net due date is in the past – this is informational and doesn't prevent posting.

13. Check the balance indicator

Look for the green indicator next to the Balance label at the top of the screen. It confirms the balance status of your entry, which should read 0.00 INR once the amounts are correctly matched.

14. Enter the invoice amount and tax amount

Under Basic Data, confirm the Amount field holds the invoice value (e.g., 28,792.00 INR) and the Tax Amount field holds the correct tax figure (e.g., 4,392.00). The PO item amount (e.g., 24,400.00) should correspond to the goods or services received.

The screenshot displays the SAP 'Enter Incoming Invoice' interface for Company Code 2000. The 'Basic Data' tab is active, showing the following fields:

- Invoice date: 09.10.2022
- Posting Date: 09.10.2022
- Amount: 28,792.00
- Tax Amount: 4,392.00
- Supplier: 090040300

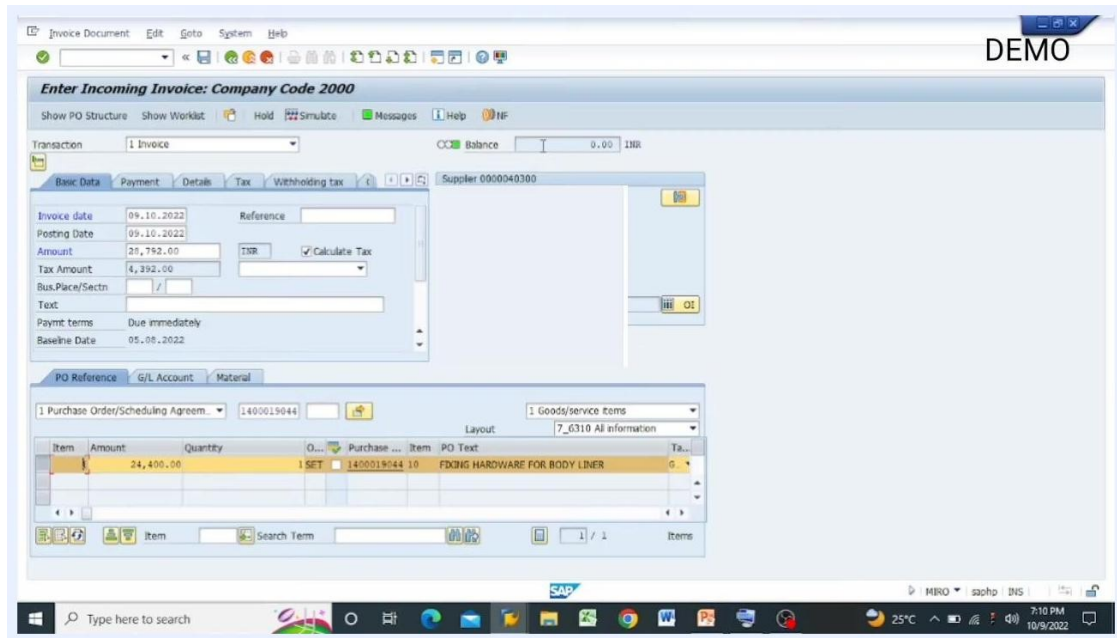
A green indicator and the 'Balance' field (0.00 INR) are highlighted at the top. The 'PO Reference' tab is also visible, showing a Purchase Order/Scheduling Agreement (1400019044) and a table of items:

Item	Amount	Quantity	PO Text
1 SET	24,400.00		FIXING HARDWARE FOR BODY LINER

Green indicator and balance field highlighted at the top of the SAP invoice entry screen.

15. Verify amount consistency

Confirm that the amount entered in the invoice matches the amounts in your GRIR (Goods Receipt/Invoice Receipt) and MIRO records. SAP requires these figures to match before you can post the invoice.



Balance field showing 0.00 INR, indicating matched amounts.

16. Ensure the balance is zero before posting

Check that the Balance field at the top reads exactly 0.00 INR. If it doesn't, you can't proceed to post the invoice – adjust the amounts as needed until the balance reaches zero.

17. Simulate the document

Click Simulate in the toolbar (tooltip: Simulate Document, Ctrl+Shift+F7) to preview the accounting entries before you post the invoice.

18. Enter reference information

In the Reference field, enter the invoice number or another relevant reference (e.g., 432) for tracking and audit purposes. You can also add the same reference in the Text field if required.

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code 2000. The 'Basic Data' tab is active. The 'Reference' field is empty. The 'Text' field is empty. The 'CC Balance' field shows 0.00 INR. The 'Supplier' is 000040300. The 'Invoice date' is 09.10.2022. The 'Posting Date' is 09.10.2022. The 'Amount' is 20,752.00. The 'Tax Amount' is 4,392.00. The 'Bus.Plac/Sectn' is 1. The 'Paymt terms' are 'Due immediately'. The 'Baseline Date' is 05.06.2022. The 'PO Reference' is 1400019044. The 'Material' is 1400019044. The 'Item' is 1. The 'Amount' is 24,400.00. The 'Quantity' is 1. The 'Purchase ... Item' is 1400019044. The 'PO Text' is 'FIXING HARDWARE FOR BODY LINER'. The 'Layout' is 7_6310 All information.

Balance field at 0.00 INR, ready for posting.

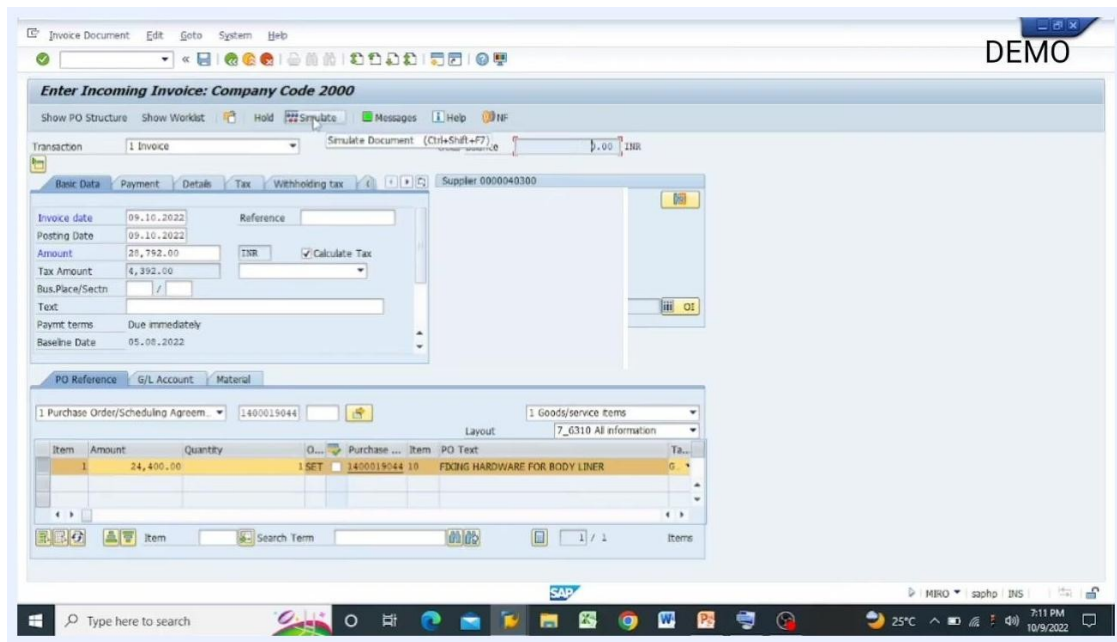
The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code 2000. The 'Basic Data' tab is active. The 'Reference' field is filled with '432'. The 'Text' field is filled with '432'. The 'CC Balance' field shows 0.00 INR. The 'Supplier' is 000040300. The 'Invoice date' is 09.10.2022. The 'Posting Date' is 09.10.2022. The 'Amount' is 20,752.00. The 'Tax Amount' is 4,392.00. The 'Bus.Plac/Sectn' is 1. The 'Paymt terms' are 'Due immediately'. The 'Baseline Date' is 05.06.2022. The 'PO Reference' is 1400019044. The 'Material' is 1400019044. The 'Item' is 1. The 'Amount' is 24,400.00. The 'Quantity' is 1. The 'Purchase ... Item' is 1400019044. The 'PO Text' is 'FIXING HARDWARE FOR BODY LINER'. The 'Layout' is 7_6310 All information.

Reference and text fields filled with "432" on the SAP invoice entry screen.

19. Review all entered details

Before proceeding, double-check:

- Quantity (e.g., 1 SET)
- Amount (e.g., 24,400.00)
- Balance (should read 0.00 INR)
- Supplier details (e.g., Supplier 0000040300)



Simulate button highlighted on the SAP invoice entry screen.

Make sure every detail matches the physical invoice and the purchase order.

DEMO

Enter Incoming Invoice: Company Code 2000

Show PO Structure Show Worklist Hold Simulate Messages Help

Transaction: 1 Invoice CC Balance: 0.00 INR

Supplier: 000040300

Basic Data: Invoice date: 09.10.2022, Posting Date: 09.10.2022, Amount: 20,752.00, Tax Amount: 4,392.00, Reference: 432, Bus.Plac/Sectn: /, Text: 432, Paymt terms: Due immediately, Baseline Date: 05.08.2022

PO Reference: 1 Purchase Order/Scheduling Agreement: 1400019044

Item: 1, Amount: 24,400.00, Quantity: 1 SET, PO Text: FIXING HARDWARE FOR BODY LINER

All fields reviewed: quantity, amount, balance, and supplier details.

20. Re-simulate if you made changes

If you changed any values, click Simulate again to confirm the balance stays at zero and all entries remain correct. This step helps you avoid posting errors.

DEMO

Enter Incoming Invoice: Company Code 2000

Show PO Structure Show Worklist Hold Simulate Messages Help

Transaction: 1 Invoice CC Balance: 0.00 INR

Supplier: 000040300

Basic Data: Invoice date: 09.10.2022, Posting Date: 09.10.2022, Amount: 20,752.00, Tax Amount: 4,392.00, Reference: 432, Bus.Plac/Sectn: /, Text: 432, Paymt terms: Due immediately, Baseline Date: 05.08.2022

PO Reference: 1 Purchase Order/Scheduling Agreement: 1400019044

Item: 1, Amount: 24,400.00, Quantity: 1 SET, PO Text: FIXING HARDWARE FOR BODY LINER

Net due date on 05.08.2022 is in the past

Simulate button being clicked after all details are entered.

21. Review the debit and credit entries

Clicking Simulate opens the Simulate Document in INR (Document currency) window. Review the entries:

- The first line (G/L account 1190020) shows a debit of 28,792.00 INR
- The second line (G/L account 1240080, GRIR Cfg-Spare Parts D) shows a credit of 28,792.00 INR
- The Purchasing Document column references PO 1400019044, item 10
- The Tax Code column shows "GF"
- The balance at the bottom reads 0.00, confirming the entries are balanced

The screenshot displays the SAP 'Enter Incoming Invoice: Company Code 2000' simulation window. The 'Transaction' dropdown is set to '1 Invoice'. The 'Balance' field shows '28,792.00 INR'. The 'Basic Data' tab is active, showing the following fields: Invoice date (09.10.2022), Posting Date (09.10.2022), Amount (28792), Tax Amount (4,392.00), Bus.Plac/Sectn (/), Text (), Paymt terms (Due immediately), and Baseline Date (05.08.2022). The 'PO Reference' tab is also visible, showing a purchase order reference of 1400019044 and a material description of 'FIXING HARDWARE FOR BODY LINER'. The bottom status bar indicates a net due date of 05.08.2022.

Amount and tax fields filled in on the SAP invoice entry screen.

Confirm every value matches your invoice and purchase order, including the tax code and tax date.

22. Post the invoice

Once the debit and credit amounts are equal and the balance reads 0.00, click Post at the bottom right of the simulation window to finalize the invoice entry in SAP.

23. Reconfirm entry details if corrections are needed

If you're prompted to make corrections, return to the main invoice entry screen and verify these fields:

- Invoice date: 09.10.2022

- Posting date: 09.10.2022
- Amount: 28,792.00 INR
- Reference: 432
- Tax Amount: 4,392.00
- Text: 432
- Payment terms: Due immediately
- Baseline date: 05.08.2022
- Purchase order: 1400019044
- PO text: FIXING HARDWARE FOR BODY LINER

DEMO

Enter Incoming Invoice: Company Code 2000

Show PO Structure Show Worksheet Hold Simulate Messages Help

Transaction: 1 Invoice Balance: 28,792.00 INR

Supplier: 000040300

Basic Data Payment Details Tax Withholding tax

Invoice date: 09.10.2022 Reference: 432

Posting Date: 09.10.2022

Amount: 28792 INR ☒ Calculate Tax

Tax Amount: 4,392.00

Bus.Plac/Sectn: /

Text: 432

Paymt terms: Due immediately

Baseline Date: 05.08.2022

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement: 1400019044

Layout: 7_6310 All information

Item	Amount	Quantity	Purchase ...	Item	PO Text	Ta...
1	24,400.00	1 SET	1400019044 10		FIXING HARDWARE FOR BODY LINER	

Net due date on 05.08.2022 is in the past

SAP invoice entry screen with all fields and purchase order details visible.

Adjust any field as necessary before posting.

Standard PO 1400019044 Created by

Document Overview On Messages

ZTPO Standard PO 1400019044 Vendor 29.07.2022

Item	Material	Short Text	PO Quantity	Q... C Delv. Date	Net Price	Curr... Per	O... Mat Group	Plnt	Stor. L
10	50005102	FIXING HARDWARE FOR	1	SET D 29.07.2022	24,400.00 INR	1	SET BOB		

Item 10 | 50005102, FIXING HARDWARE FOR

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India **Purchase Order History** Texts Delivery Address Co...

Sh. Text	Mvt	Material	Document	Item	Posting Date	Quantity	Delivery cost quantity	QUn	Amount in loc. cur.	L. cur.	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount On
Tr./Ev. Delivery costs					05.08.2022	0		1	SET 5,000.00 INR		0	1	SET	5,000.00 IN
WE	105	5000172247			05.08.2022	1		0	SET 28,792.00 INR		1	0	SET	28,792.00 IN
WE	103	5000172246			05.08.2022	0		0	SET 0.00 INR		0	0	SET	0.00 IN
Tr./Ev. Goods receipt					22.08.2022	1		1	SET 28,792.00 INR		1	1	SET	28,792.00 IN
BuRe	5105707032				22.08.2022	0		1	SET 5,000.00 INR		0	1	SET	5,000.00 IN
Tr./Ev. Del. costs log. inv.					29.07.2022	0		0	SET 5,000.00 INR		0	0	SET	5,000.00 IN
Anz	1500003450				29.07.2022	0		0	SET 28,792.00 INR		0	0	SET	28,792.00 IN
Tr./Ev. Down payment						0			SET 28,792.00 INR		0		SET	28,792.00 IN

Main invoice entry screen with all fields filled in and ready for posting.

24. Confirm the entry

After verifying all details, press Enter to confirm the data. SAP validates your entries and prepares them for posting.

Standard PO 1400019044 Created by

Document Overview On Messages

ZTPO Standard PO 1400019044 Vendor 29.07.2022

Item	Material	Short Text	PO Quantity	Q... C Delv. Date	Net Price	Curr... Per	O... Mat Group	Plnt	Stor. L
10	50005102	FIXING HARDWARE FOR	1	SET D 29.07.2022	24,400.00 INR	1	SET BOB		

Item 10 | 50005102, FIXING HARDWARE FOR

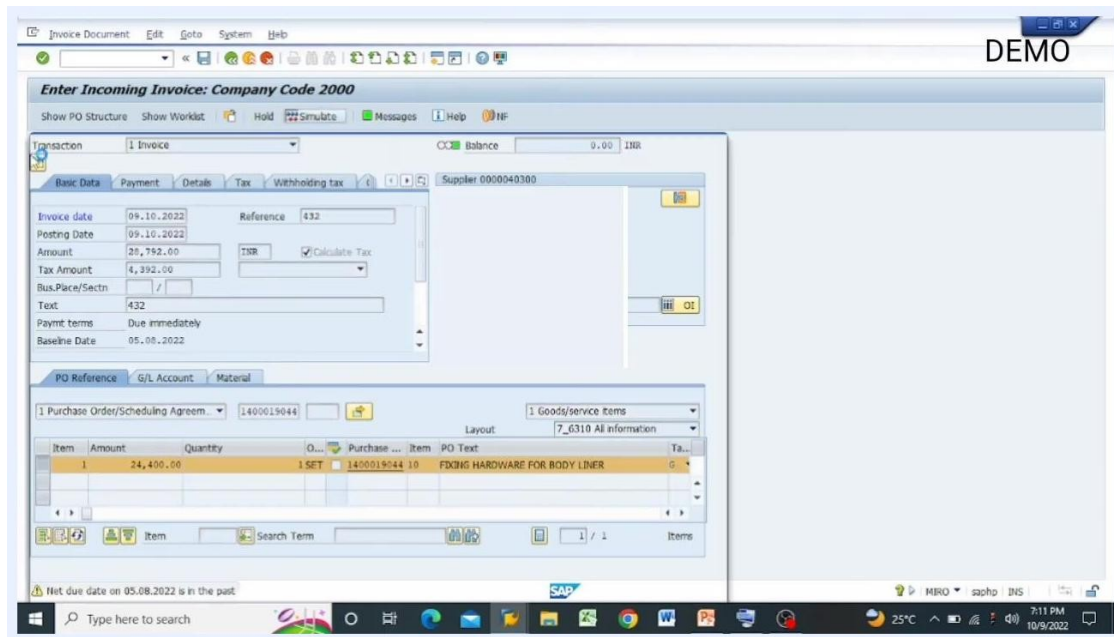
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India **Purchase Order History** Texts Delivery Address Co...

Sh. Text	Mvt	Material	Document	Item	Posting Date	Quantity	Delivery cost quantity	QUn	Amount in loc. cur.	L. cur.	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount On
Tr./Ev. Delivery costs					05.08.2022	0		1	SET 5,000.00 INR		0	1	SET	5,000.00 IN
WE	105	5000172247			05.08.2022	1		0	SET 28,792.00 INR		1	0	SET	28,792.00 IN
WE	103	5000172246			05.08.2022	0		0	SET 0.00 INR		0	0	SET	0.00 IN
Tr./Ev. Goods receipt					22.08.2022	1		1	SET 28,792.00 INR		1	1	SET	28,792.00 IN
BuRe	5105707032				22.08.2022	0		1	SET 5,000.00 INR		0	1	SET	5,000.00 IN
Tr./Ev. Del. costs log. inv.					29.07.2022	0		0	SET 5,000.00 INR		0	0	SET	5,000.00 IN
Anz	1500003450				29.07.2022	0		0	SET 28,792.00 INR		0	0	SET	28,792.00 IN
Tr./Ev. Down payment						0			SET 28,792.00 INR		0		SET	28,792.00 IN

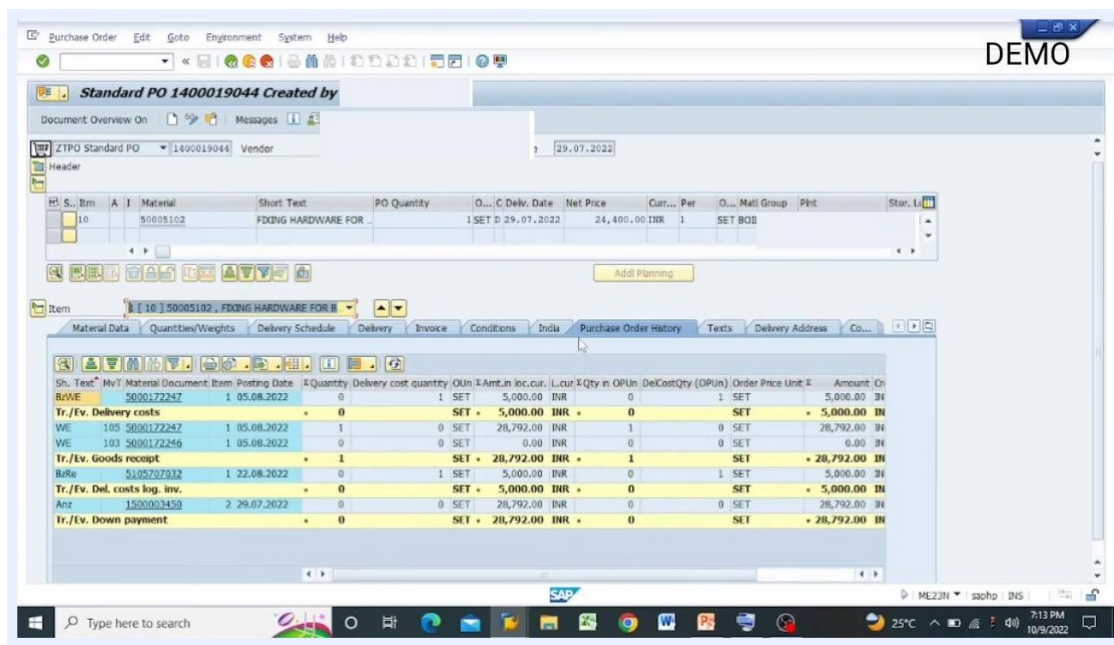
Invoice entry screen after pressing Enter, showing validated fields.

25. Review the purchase order history

Open the Purchase Order History tab in the purchase order display (transaction ME23N) to review related transactions, including delivery costs, goods receipts, invoice postings, and down payments. Check the amounts, posting dates, and document numbers, and confirm the invoice amount (e.g., 28,792.00 INR) is reflected correctly.



Simulate Document window showing debit and credit entries, tax code, and balanced status.



Purchase Order History tab showing all related transactions and amounts.

26. Analyze the goods receipt event

In the purchase order history, find the line with movement type 105 (Goods Receipt). Review its material document number, posting date, quantity, and amount to confirm the goods receipt and invoice postings are properly linked.

Invoice Document Edit Goto System Help

DEMO

Enter Incoming Invoice: Company Code 2000

Show PO Structure Show Worklist Hold Simulate Messages Help INF

Transaction: Invoice CC: Balance: 0.00 INR

Supplier: 000040300

Basic Data Payment Details Tax Withholding tax

Invoice date: 09.10.2022 Reference: 432
Posting Date: 09.10.2022
Amount: 28,792.00 Tax: ☒ Calculate Tax
Tax Amount: 4,392.00
Bus.Plac/Sectn: /
Text: 432
Paymt terms: Due immediately
Baseline Date: 05.08.2022

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 1400019044 1 Goods/service Items
Layout: 7_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Ta...
1	24,400.00	1 SET	1400019044 10	FDGHS HARDWARE FOR BODY LINER			

Net due date on 05.08.2022 is in the past

SAP

Post button highlighted in the Simulate Document window, ready to finalize the invoice.

Purchase Order Edit Goto Environment System Help

DEMO

Standard PO 1400019044 Created by

Document Overview On Messages

ZIPO Standard PO 1400019044 Vendor

Header

Sh. Text	Mvt	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OUn	Amt	in loc	cur	L	cur	Qty in OPU	DelCostQty (OPUn)	Order Price Unit	Amount
Tr./Ev. Delivery costs					05.08.2022	0			1	SET	5,000.00	INR			0	1	SET	5,000.00
WE	105	5000172247			05.08.2022	1			0	SET	28,792.00	INR			1	0	SET	28,792.00
WE	103	5000172246			05.08.2022	0			0	SET	0.00	INR			0	0	SET	0.00
Tr./Ev. Goods receipt					05.08.2022	1			1	SET	28,792.00	INR			1	SET	28,792.00	INR
BoRe	5105707032				12.08.2022	0			1	SET	5,000.00	INR			0	1	SET	5,000.00
Tr./Ev. Del. costs log. inv.					29.07.2022	0			0	SET	5,000.00	INR			0	SET	5,000.00	INR
Anz	1500003450				29.07.2022	0			0	SET	28,792.00	INR			0	0	SET	28,792.00
Tr./Ev. Down payment						0			1	SET	28,792.00	INR			0	SET	28,792.00	INR

Purchase Order History

Purchase Order History with movement type 105 highlighted.

27. Return to the invoice entry screen

After reviewing the purchase order history, go back to the invoice entry screen to continue or finalize the process.

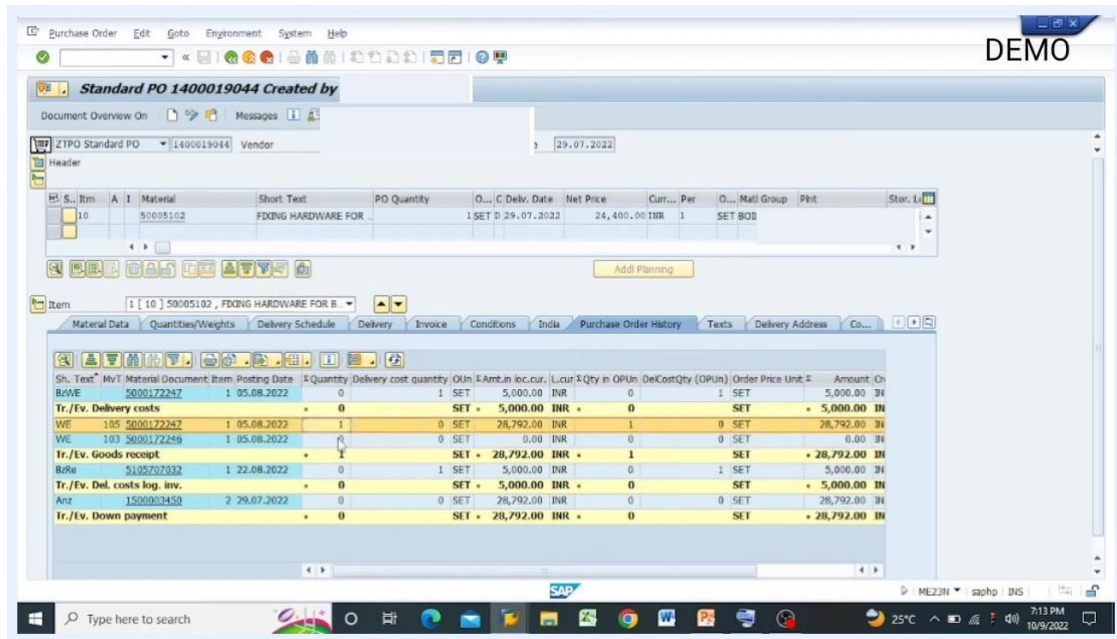
The screenshot displays the SAP Standard PO 1400019044 interface. The 'Purchase Order History' tab is active, showing a table of transactions. The table includes columns for Sh. Text, Inv. Material, Document, Item, Posting Date, Quantity, Delivery cost, quantity, OUn, Amt, in, loc, cur, L, cur, Qty in, OPU, DelCostQty, (OPUn), Order Price, Unit, and Amount. The transactions are as follows:

Sh. Text	Inv. Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OUn	Amt, in	loc	cur	L	cur	Qty in	OPU	DelCostQty	(OPUn)	Order Price	Unit	Amount	On
Tr./Ev. Delivery costs					0			1	SET					0				SET		5,000.00	IN
WE	105	5000172247		1	05.08.2022	1		0	SET					1		0	SET			28,792.00	IN
WE	103	5000172249		1	05.08.2022	0		0	SET					0		0	SET			0.00	IN
Tr./Ev. Goods receipt					1			1	SET					1				SET		28,792.00	IN
Boke	5105707032			1	22.08.2022	0		1	SET					0		1	SET			5,000.00	IN
Tr./Ev. Del. costs log. inv.					0				SET					0				SET		5,000.00	IN
Anz	1500003450			2	29.07.2022	0		0	SET					0		0	SET			28,792.00	IN
Tr./Ev. Down payment					0				SET					0				SET		28,792.00	IN

Purchase Order History tab still visible, ready to return to the invoice entry screen.

28. Post the invoice after simulation

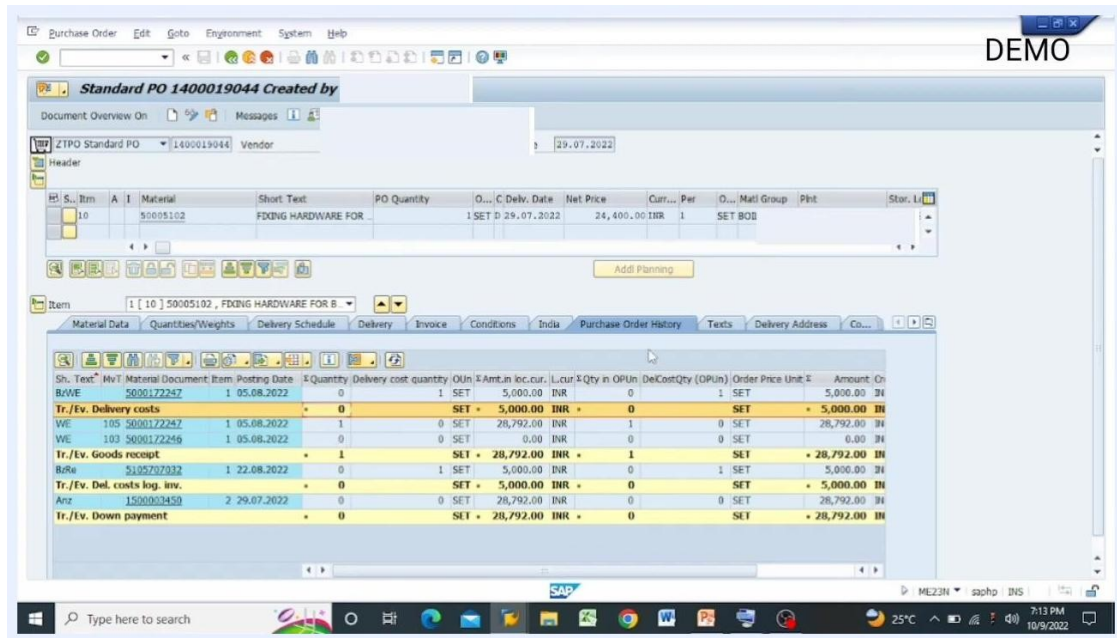
With the simulation and review complete, click Post to finalize the invoice entry. SAP processes the posting and updates the relevant ledgers.



Invoice entry screen ready for posting after simulation.

29. Confirm the data is saved

After posting, SAP displays a confirmation message that the data has been saved, along with a document number shown at the top of the screen. The invoice is now officially recorded in SAP.



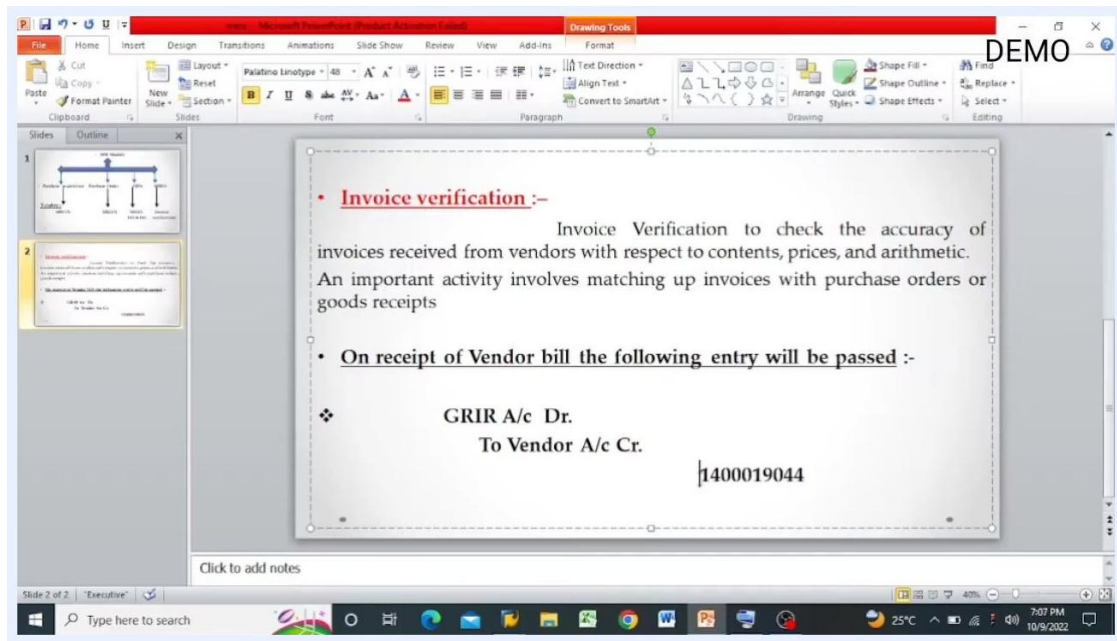
Invoice entry screen showing confirmation that the data has been saved.

30. Review the final invoice entry

On the finalized Enter Incoming Invoice: Company Code 2000 screen, confirm the balance at the top reads 0.00 INR and the key fields show the posted values:

- Invoice date: 09.10.2022
- Posting date: 09.10.2022
- Amount: 28,792.00 INR
- Tax Amount: 4,392.00
- Reference: 432
- Text: 432
- Payment terms: Due immediately
- Baseline date: 05.08.2022
- Supplier: 0000040300
- Purchase order: 1400019044, item 10
- PO text: FIXING HARDWARE FOR BODY LINER

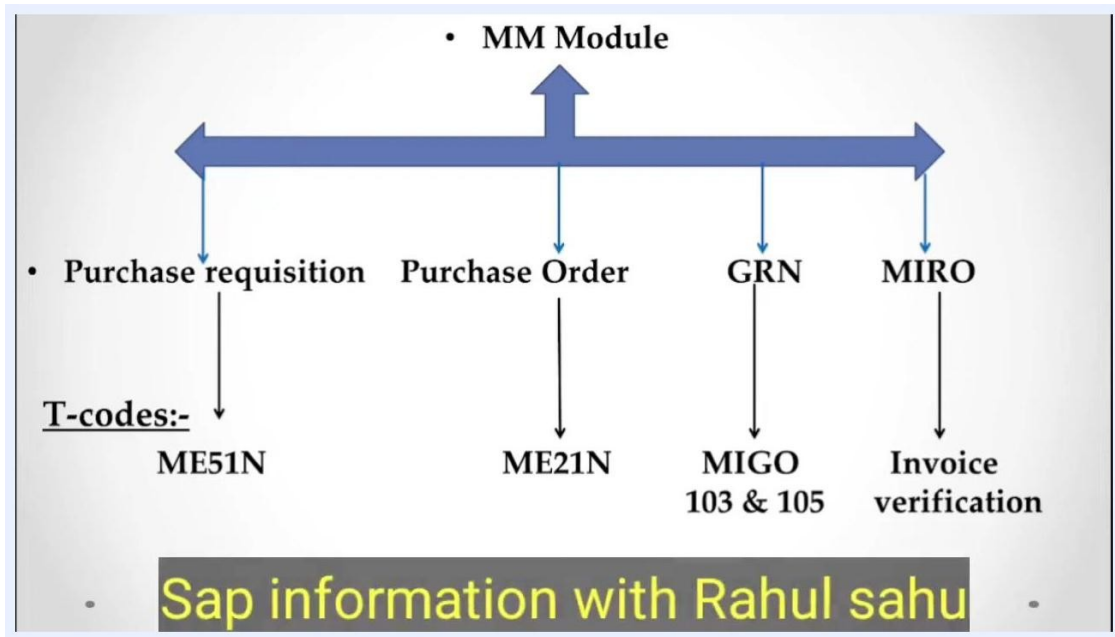
- Item amount: 24,400.00, quantity: 1 SET



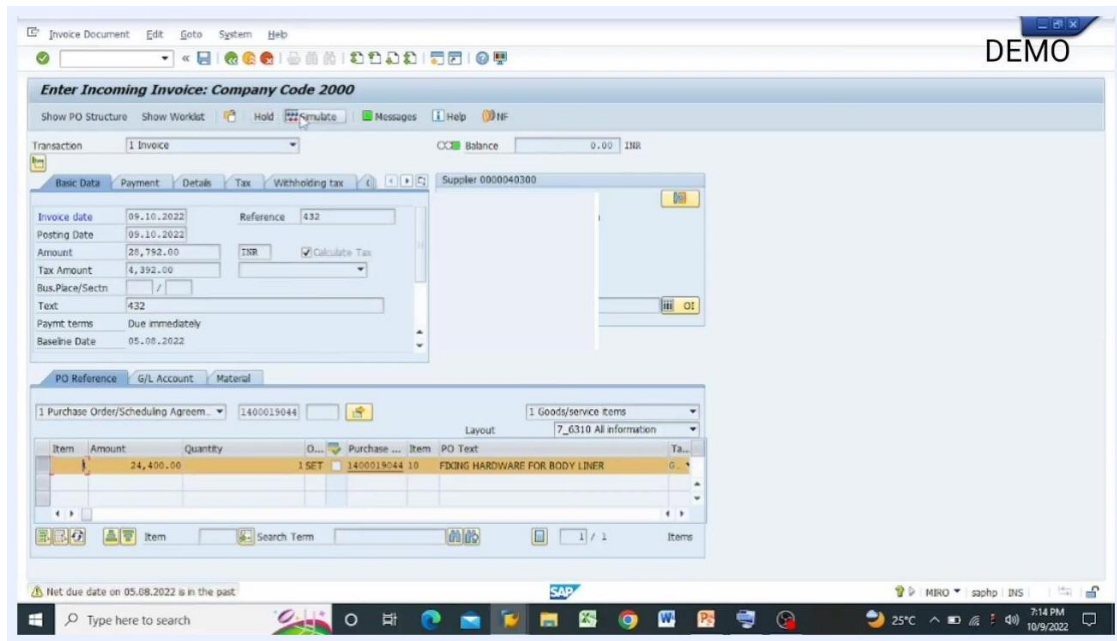
SAP MIRO screen showing the populated purchase order details, amount, and balance.

Process flow recap

The process flow diagram summarizes the full sequence you followed, from requisition to invoice verification: Purchase Requisition (ME51N), Purchase Order (ME21N), Goods Receipt Note (MIGO, movement types 103 and 105), and Invoice Verification (MIRO). Each arrow represents the logical progression between steps.



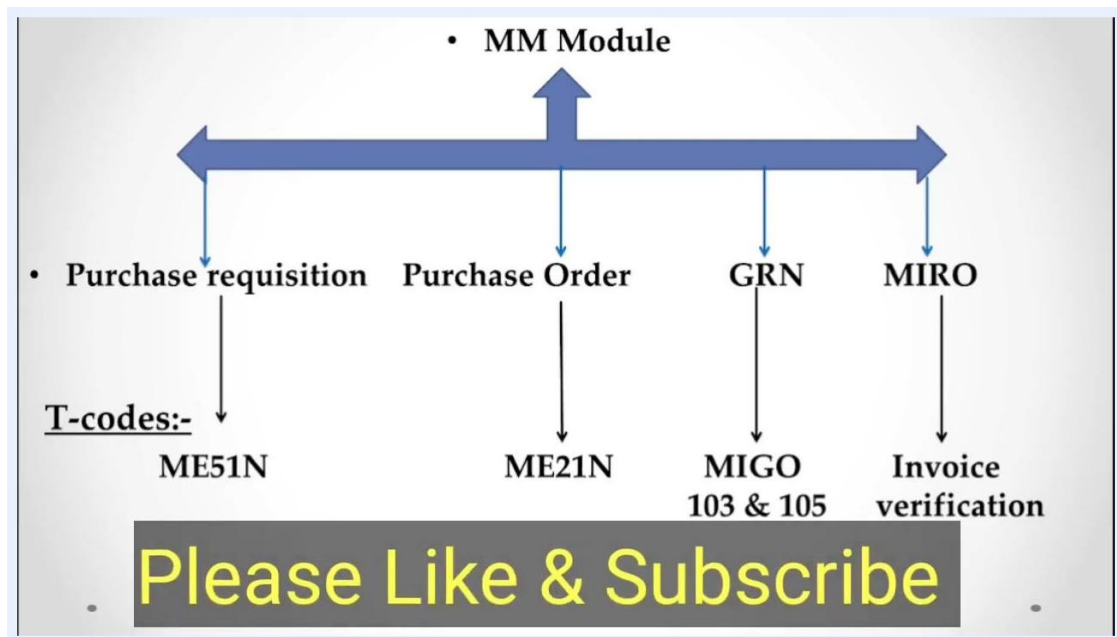
Process flow diagram of the SAP MM module, showing the sequence: Purchase Requisition (ME51N), Purchase Order (ME21N), Goods Receipt Note (MIGO 103 & 105), and Invoice Verification (MIRO).



Process flow diagram showing the SAP MM module steps: Purchase Requisition (ME51N), Purchase Order (ME21N), GRN (MIGO 103 & 105), and MIRO (Invoice Verification).

The vendor process is complete once you have:

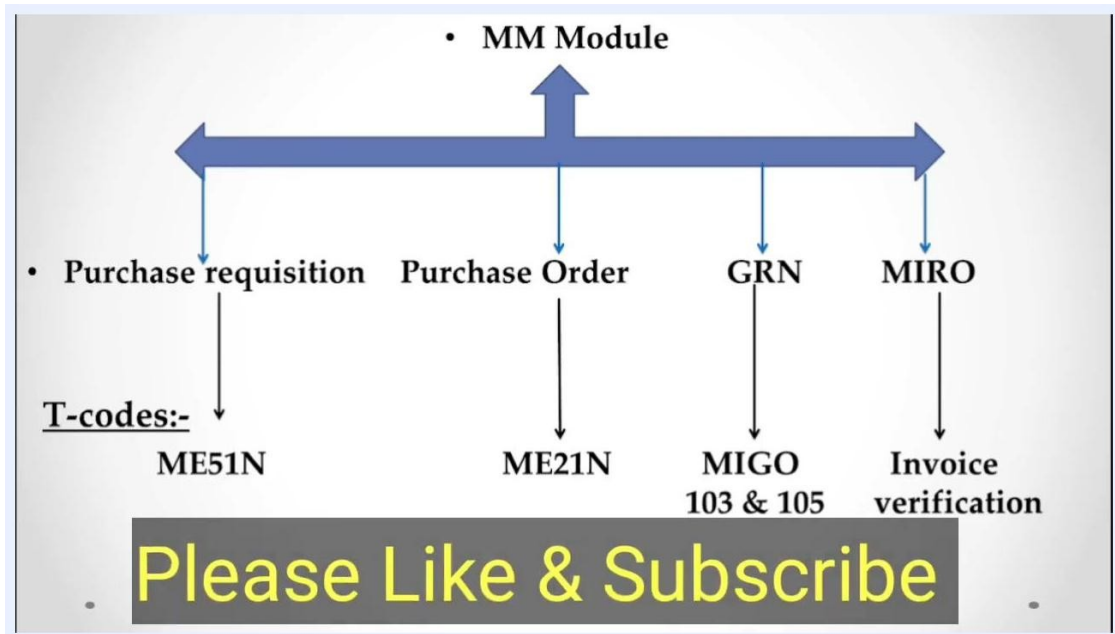
- Created the vendor purchase order
- Received the vendor invoice
- Performed invoice verification using MIRO



Process flow diagram for the SAP MM module and vendor invoice process.

This sequence ensures every procurement and financial step is properly linked and documented in SAP.

With the MM module process and vendor invoice workflow complete, consult your SAP support resources if you have any questions about any step.



Process flow diagram with large yellow text: Please Like & Subscribe

What's next

- Proceed to pay the vendor now that the invoice is verified and posted.
- If a discrepancy such as damage or shortage comes up, book a debit note against the vendor rather than posting the full invoice amount.
- Keep the key T-codes — ME51N, ME21N, MIGO, and MIRO — handy as a reference for future vendor transactions.