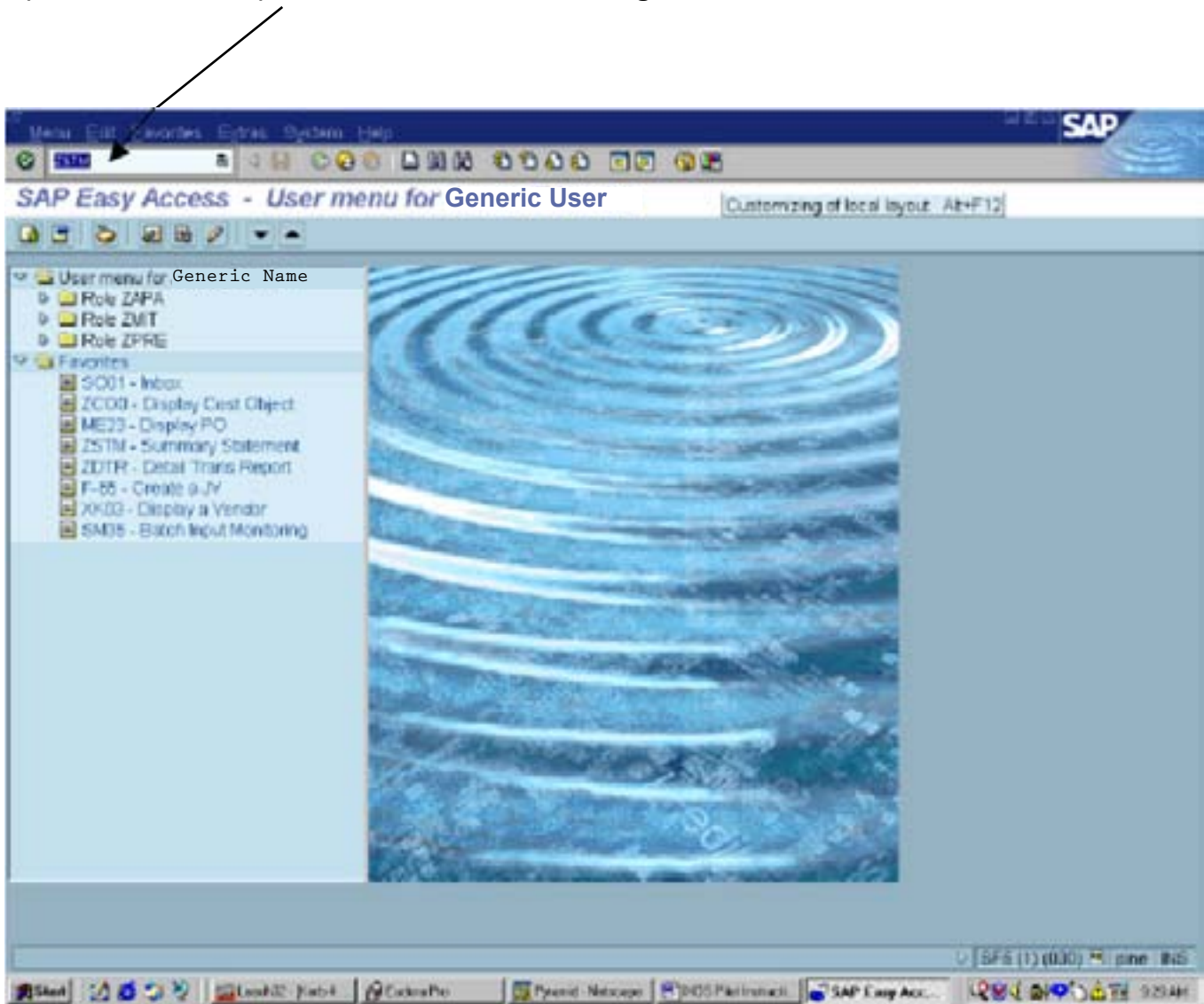


## Viewing an image for a posted document:

Step 1: Go to SAP.

Step 2: Enter the fast path **ZSTM** and then click the **green** check mark.



## IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

Step 3: The **Summary Statement** screen will appear.

Step 4: Enter the appropriate fiscal period and WBS Element, Internal Order, or Cost Center.

Step 5: Click the **Execute** button.

The screenshot shows the SAP Summary Statement screen. The title bar includes 'Edit', 'Go to', 'System', and 'Help'. The main window title is 'Summary Statement'. Below the title bar, there are buttons for 'Selection options' and 'About This report'. The main content area is divided into several sections:

- Fiscal period:** 2 | 2002 | Month ending: 09/30/2001
- Cost Element Group:** CENT-0 | MIT Summary Statement
- Enter key(s) for cost object(s):**
  - Profit Center: [ ] to [ ]
  - Project: [ ] to [ ]
  - WBS Element: [ ] to [ ]
  - Include lower level WBS's:
  - WBS Level: [ ] to [ ]
  - Internal Order: [ ] to [ ]
  - Cost Center: 1633500 | [ ] to [ ]
- Term Code:**  Open |  1 |  2 |  3
- Supervisor of selected objects:** \*
- Print options:**
  - Print immediately on printer: AP1 |  Print DTR
  - Page orientation: Landscape  | Portrait
  - Report Type: Individual  | Consolidated
  - Title for Consolidated Report: [ ]
- Enter numbers 1-7 for column display order:**
  - Budget: 1 | Version: 0
  - Current: 2
  - Fiscal YTD: 3

Annotations with arrows point to the 'Summary Statement' title, the 'Fiscal period' field, the 'Cost Center' field (1633500), and the 'Execute' button (represented by a magnifying glass icon) next to the Cost Center field.

The taskbar at the bottom shows the Start button, several open applications (Leash32 - Feb 4, Eudora Pro, Pyeml - Netscape, DOS Pk11strach), and the system tray with the date 9/27/01 and time 4:01.

# IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

Step 6: Click the GL account and the appropriate period.

Summary Statement

Cost center **1633500**  
 Title CONTROLLER'S CAMBRIDGE  
 Begin 07/01/1987 End 12/31/9999  
 Supervisor Generic Name  
 Costing Sheet General (No F&A)

Month End August 31 2001

	BUDGET	CURRENT	FISCAL YTD	CUMULATIVE	UNEXPENDED
<b>NET EXPENSES</b>	[Version 0]				
Expenses:					
<b>Direct Expenses</b>					
Salaries & Benefits					
Salaries & Wages					
400065 - Summer Faculty-On			1,500.00-	1,500.00-	1,500.00
<b>TOTAL Salaries &amp; Wages</b>			1,500.00-	1,500.00-	1,500.00
<b>TOTAL Salaries &amp; Benefits</b>			1,500.00-	1,500.00-	1,500.00
Operating Expenses					
Travel					
420070 - Travel-Foreign Expense			25.00	25.00	25.00-
<b>TOTAL Travel</b>			25.00	25.00	25.00-
Materials and Services					
420146 - Course Material		80.95	80.95	80.95	80.95-
420150 - Department Supplement	300000.000.00	300000.000.00	300000.000.00	300000.000.00	300000.000.00-
420160 - Electrical Components		122.02	122.02	122.02	122.02-
420182 - Fuel & Lubricants		922.50	922.50	922.50	922.50-
420218 - Furnishings		580.00	580.00	580.00	580.00-
420220 - Maint & Repairs					
420228 - Materials and Services	75,789.00	65,108.58	68,430.30	68,430.30	0,358.61
420228 - Materials and Services			48.87	48.87	06.87-

# IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

Step 7: The **Detail Transaction Report** will appear.

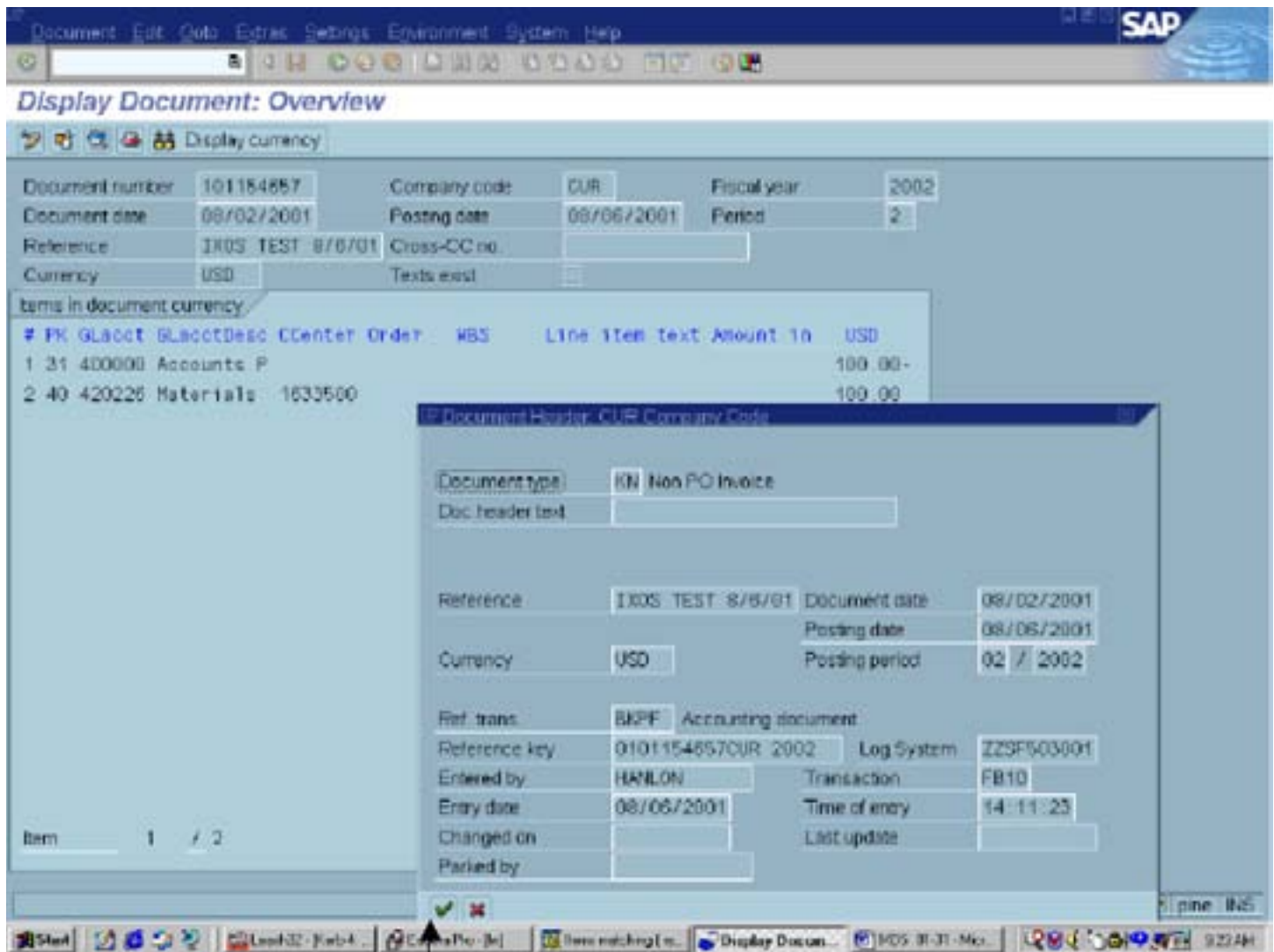
Step 8: Click the **document number** of the item that you want to view.

The screenshot displays the SAP 'Detail Transaction Report' interface. At the top, it shows 'System Help' and the SAP logo. Below the title, there are 'Download' and 'Sort' buttons. The report header includes 'Cost Center 1633500', 'Supervisor Generic Name', 'CONTROLLER'S-CAMBRIDGE', 'August', and '2001'. The main table lists transactions with columns for 'Ty', 'Document', 'Trans. Date', 'Description', 'Amount', and 'Check'. An arrow points to the document number 'IXOS TEST' in the 'IXOS TEST' transaction row.

Ty	Document	Trans. Date	Description	Amount	Check
SC	200173624	04/13/2001	420146 Course Material		
	02001736242002		BARNES & NOBLE.COM 800-843-2665 N	40.48	
SC	200173951	04/13/2001	02001739512002 BARNES & NOBLE.COM 800-843-2665 N	40.48	
			Total Cost EI 420146	80.96	
SC	200173060	04/14/2001	420160 Electrical Component		
	02001730602002		IMAGES & FRAMES, INC. BOSTON M	122.02	
			Total Cost EI 420160	122.02	
SC	200173873	04/13/2001	420182 Fuel & Lubricants		
	02001738732002		CABLEXPRESS CORPORATION 315-476-3000 N	792.00	
SC	200173874	04/13/2001	02001738742002 SHELL NO.22010600421 CAMBRIDGE M	30.50	
			Total Cost EI 420182	822.50	
SC	200173899	04/14/2001	420218 Furnishings		
	02001738992002		ABC EQUIPMENT CO. MARSHFIELD M	290.00	
SC	200173896	04/14/2001	02001738962002 ABC EQUIPMENT CO. MARSHFIELD M	290.00	
			Total Cost EI 420218	580.00	
KN	101154857	08/02/2001	420226 Materials and Service		
	IXOS TEST		Mary Johnson	100.00	
SC	200173157	04/13/2001	02001731572002 MILEX PRODUCTS 7737866500 I	277.86	
SC	200173150	04/13/2001	02001731502002 MIT HARVARD COOP #305 CAMBRIDGE M	3.98	
SC	200173160	04/14/2001	02001731602002 MC MASTER CARR SUPP 630-834-0600 I	907.04	
SC	200173161	04/14/2001	02001731612002 MC MASTER CARR SUPP 630-834-0600 I	143.89	
SC	200173162	04/14/2001	02001731622002 MC MASTER CARR SUPP 630-834-0600 I	4.82	

# IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

Step 9: The **Display Document: Overview** screen and the **Document Header: CUR Company Code** pop-up box will appear.



Step 10: Click the **green** check mark.



# IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

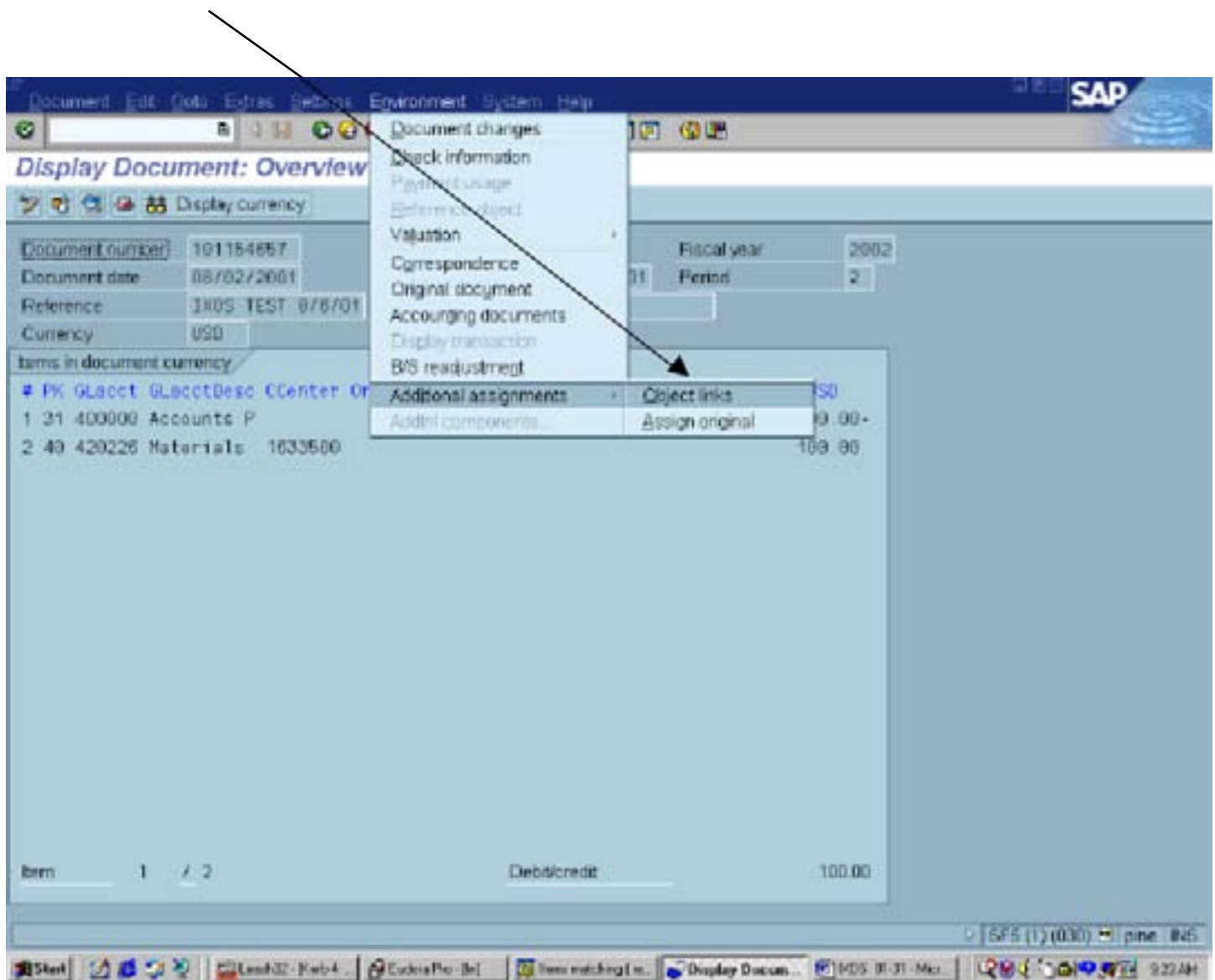
## Step 11: Display Document: Overview.

Follow this menu path: **Environment > Additional Assignments > Object Links >**

Double-click: MM LIV Invoice-Post for Purchase Orders

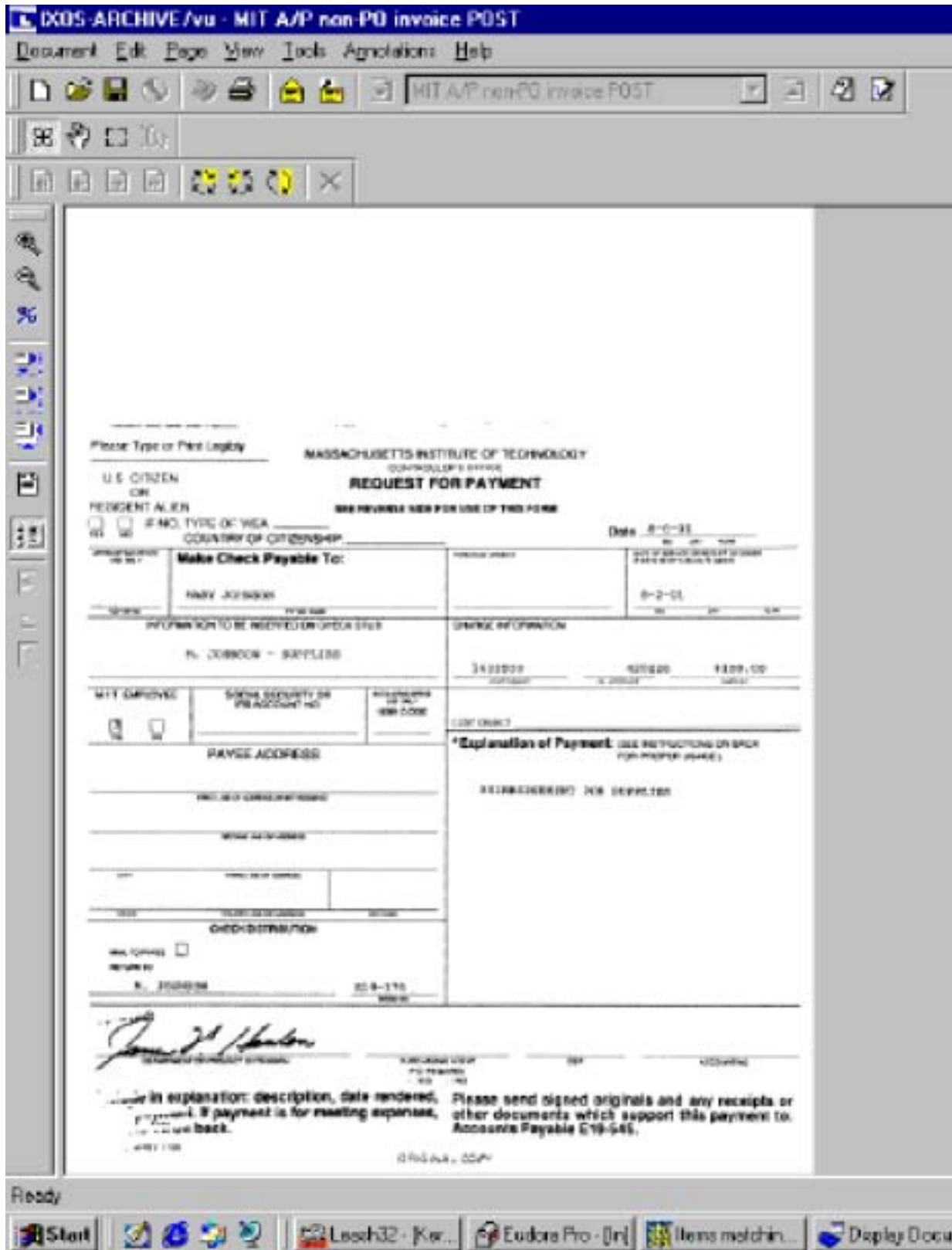
Double-click: MIT A/P non-PO Invoice Park for Non-Purchase Orders

## Step 12: Click **Object Links**.



# IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

Step 13: The IXOS Archive/vu screen will appear showing the scanned image.



## IXOS: Accounts Payable Purchase Orders and Non-Purchase Order Invoicing

### Summary of Icons:



Magnify



Shrink



Scaling factor



Fit page to window



Scale to width



Fit window to page



Display maximized



Select and zoom in



Print document



Save Document