

MM 1: Display Purchase Order

Exercise Use the Fiori Launchpad to display a purchase order.

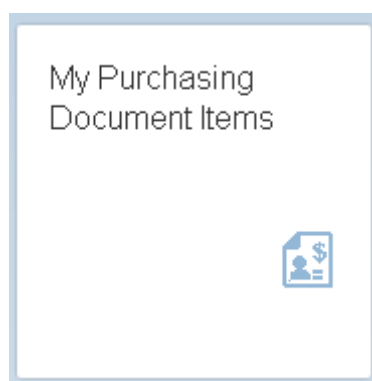
Time 10 min

Task Display a purchase order for 60 off road helmets and 150 road helmets from the vendor, Olympic Protective Gear. The purchasing group North America (N00) created this purchase order for the purchasing organization GBI US (US00).

Name (Position) Tirrell Winsten (Buyer)

Choose *My Purchasing Document Items* app.

Fiori App



After you choose the app, Fiori will display the search purchase order transaction.

My Purchasing Document Items

Standard ⓘ Hide Filter Bar Filters Go

Search: Supplier: Purchasing Group: Material Group:



Plant: Status: Cost Center: WBS Element:

Sales Order: Service Performer: Material:

8 Overview 2 Purchase Requisitions 2 Purchase Orders 2 Goods Receipts 2 Supplier Invoices

[≡]

Supplier ID	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
101999 (Olympic Protective Gear)	2	0	0	0
	0	2	2	2

Use the F4-Help in the Supplier Name field. Enter *Olympic Protective Gear* and press . Select the supplier 101999 from the items line and press .

Olympic Protective Gear

Supplier ID

SELECT FROM LIST

DEFINE CONDITIONS

Hide Filter Bar

Go

Search

Supplier ID:


Supplier Name: Olympic Protective Gear

Country:

City:

Items

	Supplier ID	Supplier Name	Country	City
<input checked="" type="checkbox"/>	101999	Olympic Protective Gear	USA	Atlanta

Back in the *My Purchasing Document Items* screen enter **MI00** as Plant and choose . Choose the tab *Purchase Orders*.


MI00

6	0	2	2	2
Overview	Purchase Requisitions	Purchase Orders	Goods Receipts	Supplier Invoices

You will see the first and second line (00010 and 00020) of the Standard PO Number 4500000000 for the Vendor 101999 Olympic Protective Gear.

Sele ction	Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status	Relevance
OLYMPIC PROTECTIVE GEAR								
<input type="checkbox"/>	Standard PO (4500000000 / 00010)	Off Road Helmet (Safety Gear)	Ordered: 60 EA Delivered: 60 EA	1500.00 USD	60 EA	1500.00 USD	Completed	■ ■ ■ ■ ■ >
<input type="checkbox"/>	Standard PO (4500000000 / 00020)	Road Helmet (Safety Gear)	Ordered: 150 EA Delivered: 150 EA	3750.00 USD	150 EA	3750.00 USD	Completed	■ ■ ■ ■ ■ >

Notice that the ordered and delivered quantities are the same. Furthermore, the status for the document is completed, which means that you already received the material.

Click on the home icon  to return to the Fiori Launchpad overview.



MM 2: Display Goods Receipt for Purchase Order

Exercise Display the goods receipt for the purchase order.

Time 10 min

Task After the goods arrive in Miami, the receiving clerk posts the goods receipt at the warehouse in the S/4HANA system. This process ensures that the goods arrive within the required time frame, and in accordance with the necessary quantity and quality. In this step, you will display the goods receipt for the purchase order displayed in the previous task (MM 1).

Name (Position) Tatiana Karsova (Receiving Clerk)


Choose the app *Material Documents Overview* to display the goods receipt for purchase order.

Fiori App




Change the Material Document Year to **2016**.

2016


In the field Material Document, enter the receipt number **5000000000**. Press enter or choose .

5000000000

Standard * 

*Stock Change: Plant: Storage location: Stock Type:





Material Document: Material Document Year: Material: Posting Date:

Document Date: Adapt Filters (3) 


The system now displays the goods receipt document. The document 5000000000 contains information about the materials off road helmet (OHMT1999) and road helmet (RHMT1999). The line items are each assigned to the plant Miami and the storage location Trading Goods. Both positions have the stock type “Unrestricted-Use Stock.”

Material Documents (2)				
Material Document	Material Document Year	Material	Plant	Storage location
50000000000	2016	Off Road Helmet (OHMT1999)	DC Miami (MI00)	Trading Goods (TG00) >
Posting Date: 30.05.2016 Stock Type: Unrestricted-Use Stock (01)				
50000000000	2016	Road Helmet (RHMT1999)	DC Miami (MI00)	Trading Goods (TG00) >
Posting Date: 30.05.2016 Stock Type: Unrestricted-Use Stock (01)				

By double-clicking on a material or the material document number, you can find more information, such as posting date and who performed the transaction.




Material Document 

50000000000 2016



Reversal Status
Number of Reversed Items / Number of Items

General Information Attachment Items Document Flow

General Information

Document Date:
30.05.2016

Posting Date:
30.05.2016

Created by:
COCCHI

Document Type:
Goods Receipt (WE)

Inventory Transaction Type:
Goods Receipt for Purchase Order (WE)

Document Notes

Delivery Note:

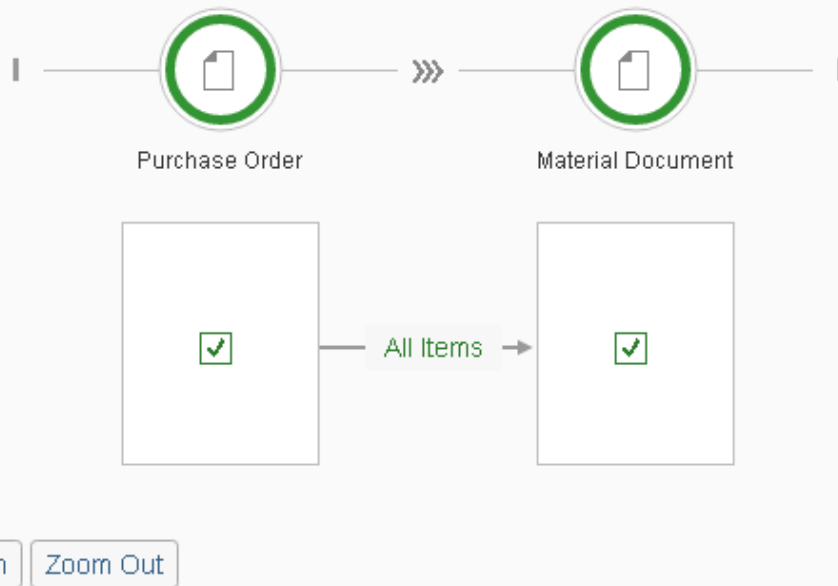
Bill of Lading:

Note:


Scroll to the tab Document Flow.

The display now shows the current status of the purchase process from the material document 50000000000.

Document Flow



Choose the button [Zoom In](#).

Click on the home icon  to return to the Fiori Launchpad overview.



MM 3: Display Invoice Overview from the Vendor

Exercise Use the Fiori Launchpad in order to display an invoice.

Time 10 min

Task The vendor Olympic Protective Gear sent an invoice for \$5,250.00 USD for the goods delivered. The AP specialist entered this invoice into the S/4HANA system. The posting of the invoice occurs within an existing account in the general ledger and generates an open item in Accounts Payable. The invoice will clear at a later point when GBI US issues a check to Olympic Protective Gear. In this step, you will display the invoice entered in the system.

Dear Mr. Tirrell Winstel,

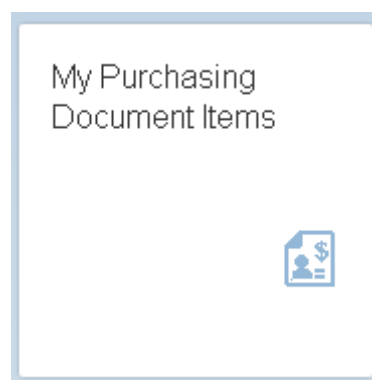
Regarding your request, we hereby send you with the following invoice:


Position	Quantity	Description	Amount	Total Amount
Invoice 00123-###				
1.1	60	OHMT### Road Helmet	25.00	1,500.00 USD
1.2	150	RHMT### Off-road Helmet	25.00	3,750.00 USD

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To display the invoice overview from Olympic Protective Gear, choose the app *My Purchasing Document Items*.

Fiori App



Use F4-Help in the field Supplier. There enter **101999** in Supplier ID and choose . Select the line of Olympic Protective Gear.

101999

Items				
<input type="checkbox"/>	Supplier ID	Supplier Name	Country	City
<input checked="" type="checkbox"/>	101999	Olympic Protective Gear	USA	Atlanta

Choose

OK

Standard *

Hide Filter Bar Filters

Search: Supplier: Purchasing Group: Material Group:

Plant: Status: Cost Center: WBS Element:

Sales Order: Service Performer: Material:

Leave the other fields blank and choose

Go

Click on the tab *Supplier Invoices*.

6	0	2	2	2
Overview	Purchase Requisitions	Purchase Orders	Goods Receipts	Supplier Invoices

You now see the selected invoice document, as previously recorded in the system by the accounts payable specialist, Silvia Cassano..




Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status	
OLYMPIC PROTECTIVE GEAR							
Invoice - Gross 5105600101 / 2016 / 000001	Off Road Helmet (Safety Gear)	Ordered: 60 EA Delivered: 0 EA	1500.00 USD	60 EA	1500.00 USD	Created	>
Invoice - Gross 5105600101 / 2016 / 000002	Road Helmet (Safety Gear)	Ordered: 150 EA Delivered: 0 EA	3750.00 USD	150 EA	3750.00 USD	Created	>

In this Overview you can see the ordered quantity, the delivered quantity, the order value, and the status of each line item.

Note By relating the invoice to a preceding document (purchase order), necessary data such as material, amounts, and prices were filled in by SAP when the subsequent invoice was created.

In the first line choose > .

The system now displays an overview about the invoice.

 Supplier Invoice  

Supplier Invoice 5105600101/2016 Reverse Release

Gross Invoice Amount: **5250.00** USD Invoice Status: **Posted** Payment Status: **Blocked for Payment**

GENERAL INFORMATION PURCHASE ORDER REFERENCES TAX PAYMENT UNPLANNED DELIVERY COSTS ATT# ...

Basic Data

Transaction: Invoice Invoice Date: 30.05.2016

Company Code: US00 Posting Date: 30.05.2016

Gross Invoice Amount: 5,250.00 USD Reference:

Invoicing Party: 101999



Partner Bank Type:

IBAN:

SWIFT/BIC:

[See More](#)

Purchase Order References

Invoice Items | Standard  


Invoice Item	Short Text	Purchase Order / Item	Amount	Quantity	Tax Code	Tax Jurisdiction
1	Off Road Helmet	4500000000/10	1,500.00 USD	60,000 EA	XI	FL00000000 >
2	Road Helmet	4500000000/20	3,750.00 USD	150,000 EA	XI	FL00000000 >


Note the Document No. **5105600101/2016** and Posting Date **05/30/2016**.

Document No. _____

Posting Date _____

Please scroll down to get more information about the invoice, like payment terms and tax.

Click on the home icon  to return to the Fiori Launchpad overview.



MM 4: Display Payment to Vendor

Exercise Use the Fiori Launchpad to get information about the payment to the vendor.

Time 10 min

Task Now, the accounts payable specialist can pay the invoice after the PO has been matched to the vendor invoice. . Through this process, the system will clear the vendor account credited by the invoice. So, the payment will debit the vendor account. Since “Olympic Protective Gear” paid the invoice with a bank check (in this example), the bank G/L account is credited (for the same amount).

Through the payment transaction, the system posts to the vendor account of Olympic Protective Gear (101999) and posts to the bank check account (300000) in the general ledger. This is done automatically as a one-step process when executing the payment.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

Through the vendor payment process, the vendor account (originally credited for \$5,250.00 USD) is debited. To view the corresponding document (as a follow-up document of the invoice), choose the app *Manage Journal Entries*.

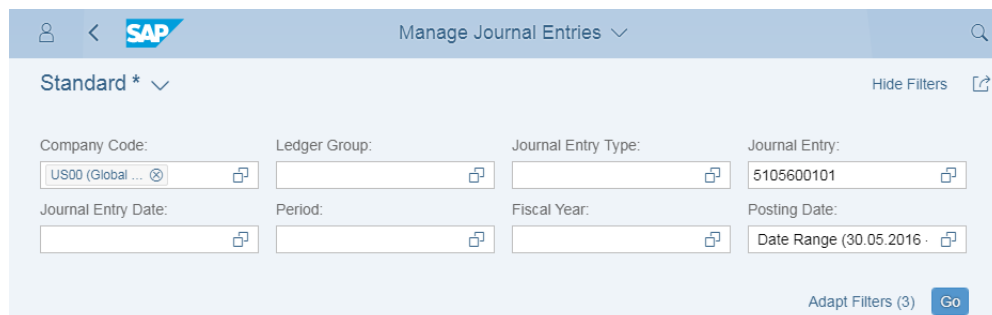
Fiori App



Enter the Company Code **Global Bike Inc.**, **Posting Date** noted in task

MM3, the **Document No.** and choose .

US00
30.05.2016
Document No



The screenshot shows the SAP 'Manage Journal Entries' interface. At the top, there's a header bar with the SAP logo and the title 'Manage Journal Entries'. Below this, a filter bar shows 'Standard *' with a dropdown arrow and a 'Hide Filters' link. The main area contains several input fields for filtering: 'Company Code' (set to 'US00 (Global ...)'), 'Ledger Group', 'Journal Entry Type', 'Journal Entry' (set to '5105600101'), 'Journal Entry Date', 'Period', 'Fiscal Year', and 'Posting Date' (set to 'Date Range (30.05.2016)'). At the bottom right, there's an 'Adapt Filters (3)' button and a 'Go' button.

You will see the following screen. Please note that you will see more journal entries, depending on the case studies that you have solved before.



The screenshot shows a table titled 'Journal Entries (1) | Standard'. The table has the following columns: 'Journal Entry', 'Header Text', 'Company Code', 'Journal Entry T...', 'JE Created By', 'Posting Date', and 'Amount in CC..'. There is one row of data with the following values: '5105600101', an empty header text, 'US00 (Global ...)', 'RE (Invoice - ...)', 'CASSANO', '30.05.2016', and '5.250,00 USD'.










Journal Entry	Header Text	Company Code	Journal Entry T...	JE Created By	Posting Date	Amount in CC..
5105600101		US00 (Global ...)	RE (Invoice - ...)	CASSANO	30.05.2016	5.250,00 USD

Search for your document number, as noted in the task before, in the row Journal Entry. Click on the number and select **Manage Journal Entry**.



The screenshot shows a context menu for the journal entry '5105600101'. The menu is open, showing the entry number '5105600101' and two options: 'Manage Journal Entry' and 'Define Links'.

Fiori directs you to the following journal entry:

				Manage Journal Entries 				
Journal Entry (5105600101) - Entry View 								
<div> <div>0</div> <div>0</div> <div>4</div> </div> <div> <div>HEADER</div> <div>ATTACHMENTS</div> <div>NOTES</div> <div>RELATED DOCUMENTS</div> </div>								
<div> <div>Journal Entry Date: 30.05.2016</div> <div>Company Code: US00 (Global Bike Inc.)</div> <div>Posting Date: 30.05.2016</div> <div>Transaction Curr...: USD</div> <div>Posting Period: 5 / 2016</div> <div>Journal Entry Type: RE (Invoice - Gross)</div> <div>Reference:</div> <div>Ref. Document ...: RMRP (Invoice receipt)</div> <div>Header Text:</div> <div>Created: by CASSANO on 30.05.2016</div> </div>								
<div> <div>Line Items (3)</div> <div>Standard </div> <div></div> <div></div> </div>								
Posting View Item	G/L Account	Profit Center	Debit		Credit			
000001	300000 (Payables-TA)		0,00	USD	5.250,00	USD >		
000002	310000 (GR/IR Accou...		1.500,00	USD	0,00	USD >		
000003	310000 (GR/IR Accou...		3.750,00	USD	0,00	USD >		

You see the posting that originated from the clearing of the vendor account through the payment to the vendor. Furthermore, the line items display the debits(s) posted to the payable accounts (310000) to remove the paid payables..

Since the payment was made by a bank check, the debit of the vendor accounts led to a bank G/L account credit (300000) of the same amount.

To see all related documents, click on:

4
RELATED DOCUMENTS

<

Manage Journal Entries

Journal Entry (5105600101) - Entry View

0

0

4


HEADER

ATTACHMENTS

NOTES

RELATED DOCUMENTS

Document	Object Type	Company Code	Fiscal Year	Logical system	Journal Entry Type	Ref. Document Type
5105600101 ...	Incoming Invoice		2016			
4500000000	Purchase Order					
5000000000 ...	Material Docu...					
5000000000	Accounting do...	US00	2016		Goods Receipt	Material doc...

Click on the home icon  to return to the Fiori Launchpad overview.



MM 5: Display Supplier Line Items

Exercise Display the line items of a supplier.

Time 5 min

Task Display all activities and the corresponding balance of the supplier Olympic Protective Gear. You should see one credit posting and one debit posting representing the invoice receipt and the payment posting to Olympic Protective Gear for balance clearing, respectively.


Name (Position) Shuyuan Chen (Chief Accountant)

In order to display the vendor line items, use the app *Manage Supplier Line Items*.

Fiori App



This will produce the following screen.

Use the F4-Help in the field Supplier. Enter in the field Search Term **999** and Supplier Name **Olympic Protective Gear** and choose .

999
Olympic Protective Gear

Select your Supplier and press .

Supplier

SELECT FROM LIST DEFINE CONDITIONS

Suppliers (General) Hide Advanced Search

Search Term:

Country:

Postal Code:

City:

Supplier Name:

Supplier:

Items

<input type="checkbox"/>	Search Term	Cou...	Postal Code	City	Supplier Name
<input checked="" type="checkbox"/>	999	US	30319	ATLANTA	OLYMPIC PROTI
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Selected Items (1)

OK Cancel

In the drop-down menu Status choose **All Items** and for Posting Date **01.01.2016-08.30.2016**. Compare your screen with the screenshot below.

All Items
01.01.2016-30.08.2016

Standard *

Supplier:

Company Code:

*Status:

Posting Date:

*Item Type:

Adapt Filters (4)

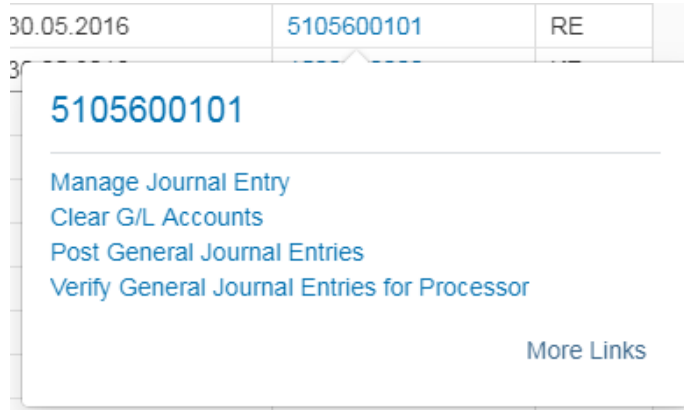
Press . A screen similar to the one shown below should appear:

Items (2) | Standard

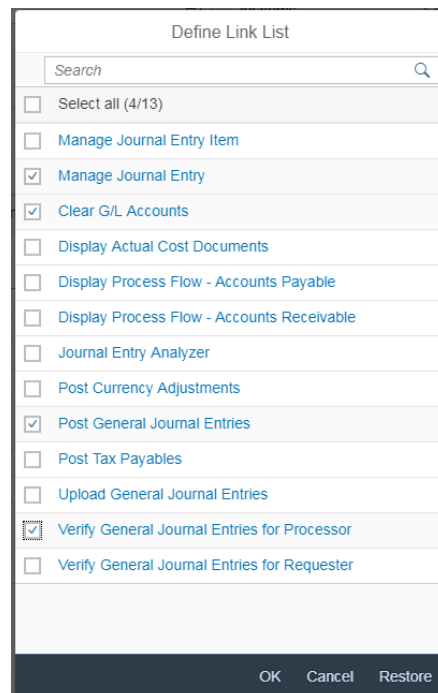
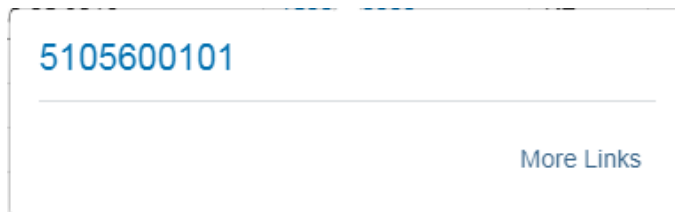
[Edit Line Items](#) [Create Correspondence](#) [Block for Payment](#) [Unblock for Payment](#) [Create Single Payment](#)

<input type="checkbox"/>	Supplier	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Special...	Due N...	Amount (CoCd Cur.)	Cleari
<input type="checkbox"/>	101999	US00			05/30/2016	5105600101	RE			-5,250.00 USD	15000
<input type="checkbox"/>	101999	US00			05/30/2016	1500000000	KZ			5,250.00 USD	15000
										0.00 USD	


You can see that all postings for the vendor are balanced. Click on the Journal Entry 5105600101. You can see that you can jump to other related Fiori apps.



If you do not see those related Fiori apps, click on define Links and choose the apps you want to see..



Choose .

Click on the home icon  to return to the Fiori Launchpad overview.